

Commonwealth of Massachusetts

FY2005 Opening Instructions

NewMMARS, HR/CMS, e*mpac

Issued By:

Office of The Comptroller

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Section One

Introduction and General Information

This year marks the first opening of the new Massachusetts Management Accounting and Reporting System that we currently refer to as NewMMARS. We use the term NewMMARS in describing the new version of MMARS to differentiate it from the version of MMARS currently being used. At times, we will refer to the current version as OldMMARS for the same reason. Once we have completed the transition, sometime in FY2005, the accounting system will again be referred to as MMARS.

The Office of the Comptroller (CTR) is publishing these instructions to highlight the most important aspects of the opening of NewMMARS. Please be aware, however, that this document includes only selected NewMMARS material that relates to the fiscal year opening. Refer to the [NewMMARS Web site](#) for more detail. Instructions for the closing of OldMMARS are being issued in a separate document. The identical Key Dates Matrix (section three) will be included in both the closing and the opening instructions.

The NewMMARS system includes significant changes to table and document names. The main reason for so many changes is that we decided to keep the software as close to the original AMS Advantage product as possible. This similarity to the basic product will allow the Commonwealth to take advantage of upgrades and new features as they become available.

As everyone is aware due to the many changes in NewMMARS, the FY2005 Opening will be particularly challenging. The CTR Knowledge Center, Help Desk, and Department Advocate Team will provide the assistance departments need. Do not hesitate to use these resources to seek advice when needed.

- These instructions focus on pre-processing activities, budgets, table set up and encumbering. Updates to these instructions will include more detail on processing activities.
- The business areas in this document are organized somewhat differently than in previous years representing the changes inherent in the new accounting system. If you need to find a subject, use the FIND feature in your web browser to search for a specific topic.
- Mistakes and problems inevitably occur during times of change. This transition to a new accounting system is no exception. Managers using best practices work to mitigate damage through the following recommended actions: First, identify in advance areas where the risk of problems is greatest. Second, establish controls to prevent identified potential problems. Finally, request assistance when needed. Most problems can be corrected more easily when they are quickly identified.
- The internal control priority for FY2005 will be NewMMARS implementation. Changes in signature authorization policies and potential changes in delegation will require departments to review and revise their internal controls for all activities relating (at a minimum) to payments, budgets, revenue, fixed assets, and contracting. The risk of unanticipated consequences is highest at times of change and the implementation of NewMMARS will be an additional risk factor preventing departments from achieving their goals and objectives. Fiscal policies and procedures will need to be reviewed and updated in all departments to ensure the successful implementation of NewMMARS.
- Because of the conversion to a new accounting system, **we recommend that departments do everything they can to close out FY2004 as early as possible.** Departments that have no lingering FY2004 business will find that the transition to NewMMARS will proceed more smoothly.
- Departments and Secretariats are reminded that any reorganization must be authorized in legislation. Staff must work for the department where they are paid unless there is an approved ISA. Programs cannot be transferred to other departments without legislative authorization.

Close/Open Meeting

Chief Fiscal Officers and staff with fiscal responsibilities are invited to attend the Office of Comptroller Executive Staff for the annual Closing/Opening meeting being planned to help you through this transition.

Because of the amount of new information resulting from the system conversion, we will be presenting **three** general sessions: two on April 12th in Boston and one on April 15th in Shrewsbury. Please register for one of the following sessions by sending registration to Registrar@osc.state.ma.us or call Deb Marcotti at 617-973-2303.

Breakout sessions for specific NewMMARS topics will be available at the Federal Reserve Bank throughout the meeting day. Details on these sessions have been sent to NewMMARS Liaisons. We anticipate that many will want to attend these Close/Open meetings. Please register online at:

<http://newmmarsproject.osc.state.ma.us/newmmars/NewMMARSWorkshop.asp> or if you are a **non-MAGnet department**, please send an email to [NEWS-MMARS-PROJECT?subject=MMARS Sessions Registration](mailto:NEWS-MMARS-PROJECT?subject=MMARS%20Sessions%20Registration) with your department, your name, email address, and desired session(s) and time(s).

General Overview Sessions

Date: April 12, 2004 9:00 am to 12:00 pm & 1:00 pm to 4:00 pm

Federal Reserve Bank Auditorium
600 Atlantic Avenue, Boston, Massachusetts

Date: April 15, 2004 10:00 am to 1:00 pm

Foyer Hoagland Amphitheater
222 Maple Avenue, Shrewsbury, Massachusetts

See the website below for directions to the Amphitheater:

<http://www.umassmed.edu/conferencecenter/facilities.cfm>

Department Head Signature Authorizations

Electronic signatures are limited to MMARS documents and may **NOT** be used for underlying supporting documentation (such as contract or procurement documents). Although state law authorizes electronic signatures, the Commonwealth is in the process of developing standards for using electronic signatures, which will be issued by the Supervisor of Public Records and the Records Conservation Board in cooperation with the Information Technology Division (ITD) and guidance from CTR.

What appears in the MMARS system will be considered the “official record” or “record copy” of fiscal activities and will supercede paper or other formats of the same information. Departments must remember that MMARS is an accounting system, used to record and report on fiscal activities. Therefore, it is imperative that everything entered into MMARS is verified as accurate and complete, since departments will be audited based upon what appears in MMARS, not paper backups of MMARS documents.

Department Liaisons/Key Appointments

CTR maintains a database of individuals, formally appointed by a department head, who are responsible for the department’s compliance with various aspects of state finance law. CTR uses this database to communicate information and relies on these individuals as the knowledge base of the departments in their areas of expertise. These individuals are *appointments* by the department head with very specific duties. The duties of these individuals have been clarified. Please check the policy found at http://www.state.ma.us/osc/Accountg/Comptroller_forms/DeptKeyPersonUpdate.doc to review these responsibilities. We recommend that the Security Officer be responsible for managing DHSA approvals prior to giving security access.

The Internal Control Officer should be responsible for ensuring that the DHSA, NewMMARS security, and Key Appointments are up to date, both at the department and at the Comptroller’s Office. These responsibilities are vital for maintaining the series of reliances CTR uses to approve the warrant. During this transition period to NewMMARS and with staff turnover, it is critical that departments notify CTR promptly of any changes so that we can accurately communicate information to your department.

Chief Fiscal Officer	Payroll Director
Internal Control Officer	Security Officer
MMARS/NewMMARS Liaison	GAAP Liaison
General Counsel	Single Audit Liaison

In FY2005, the duties of some of these individuals will change. Department Heads should review the list of personnel who coordinate policy and procedures on their behalf and reappoint individuals to these roles. Please review the current list within your Department and forward any changes. For a description of the responsibilities of each individual, go to http://www.state.ma.us/osc/Accountg/Comptroller_forms/DeptKeyPersonUpdate.doc. Each individual listed requires access to the Internet in order to retrieve and process documents and information posted by the Office of the Comptroller.

Internal Control

The *Internal Control Guides* explain the need to clearly establish and document the internal controls over fiscal transactions. These actions are necessary to assure department management that transactions are actually being processed in the manner it intended and to assist in the timely detection and correction of errors. While the current documentation of controls could assist you in designing controls that reflect the changes necessitated by NewMMARS, we suggest that you use the guides to assist in the identification of risks associated with the NewMMARS requirements for processing transactions and the development of controls that will mitigate the identified risks. These controls will be unique to each department since they are directly related to how each department actually processes transactions. Because departments are unique (small, large, centralized, decentralized), each department must evaluate the risks and design the controls associated with its particular operations. Because departments are different, the Comptroller's Office offers a generic guideline for you to individualize.

The two internal control guides, the [*Internal Control Guide for Managers \(volume 1\)*](#) and the [*Internal Guide for Departments \(volume 2\)*](#) should be used as a basis for updating department internal controls. The establishment and documentation of control activities (policies and procedures) are described in the third chapter of the *Internal Control Guide for Departments* (volume 2) as the "lower level detail" supporting the higher-level summary that comprises the department's Internal Control Plan. After changes are made at the detail level, you will need to determine how to reflect these changes in your department's Internal Control Plan. Chapter one in this document provides information about departmental Internal Control Plans. Department managers responsible for processing transactions will also find chapters three (Risk Assessment), and four (Internal Control Activities) in the *Internal Control Guide for Managers* helpful. Volume 1 also explains departments' responsibility to keep informed of appropriate laws and regulations and to update their detailed policies and Internal Control Plan as necessary.

One area of change warranting special mention and careful consideration at the highest levels of the department is the change in policy for Signature Authorization (for more information see the Department Head Signature Authorizations section above). While the ability to approve documents electronically will enhance the department's ability to operate efficiently, it will present a new set of risks. Departments must carefully consider and design controls to provide management with the assurance that all transactions processed are proper and have been authorized by those with official Department Head Signature Authorization (DHSA).

However, as always, we are willing to work with those departments that need assistance with the development of internal controls. Chapter 647 of the Acts of 1989, known as the Internal Control Law, sets forth the standards for internal controls at state departments. This law requires all departments to establish internal controls in accordance with requirements developed by the Office of the Comptroller. These requirements are set forth in the Internal Control Guides published by the Comptroller's Office available at <http://www.state.ma.us/osc/homeview/CONTROL/Contents.htm>. *Managers are accountable for the adequacy of internal control systems in their departments.* Department management must verify that closing and opening transactions comply with laws, rules, and regulations. This compliance should be the same as that required for

transactions processed at all other times during the fiscal year. For additional information, see the section titled Internal Control Information on the Comptroller's Internet page: <http://www.mass.gov/osc>.

Security

OldMMARS security is based on user profiles. NewMMARS security will be based on roles that users will perform in the system. Three levels have been created, *user level*, *administrator level*, and *administrator authorized signatory*. Only those with an administrator level role will be able to process documents to FINAL (or make them go DONE in OldMMARS terms). Anyone who logs on with MMARS security agrees that they will be responsible for all actions under their UAID and agrees to comply with Comptroller policies and procedures and other applicable law and regulation. Security Officers should have finalized the roles for all users in the department. Department Heads must certify this new security before security is turned on.

Documentation

Electronic signatures and electronic records management apply only to the transactions processed in NewMMARS. Departments still need to provide backup for purchases and encumbrances. As before, departments will need to retain materials used to support transactions they process electronically. For instance, when using OldMMARS, departments prepare a paper copy of the Payment Voucher (PV) document. This PV is completed and signed by the preparer and approver, and maintained in the file with back up documentation for review purposes and audit evidence. However, in NewMMARS the Payment Request Commodity Document (PRC), General Accounting Expense or Non Commodity Payment Request Document (GAX), or Incidental Payment Request (INP) may be generated, stored, and approved electronically, so there may no longer be a hard copy of the transaction for review purposes.

The requirements for retaining backup documentation to support transactions, i.e. payments/expenditures are NOT changing. The same types of documentation used in the past to support payments/expenditures will continue to be required in NewMMARS. Reviewers, auditors, oversight agencies, etc., will access NewMMARS to review the accuracy, authorizations, and set-up of transactions. Departments must continue to maintain files with documentation to support these transactions, which will also be tested by auditors.

Examples of the types of documentation that should be retained for the various payments include the following:

- Original invoices for services or goods purchased with a description, quantity, and price;
- Receiving documents or inspection reports;
- Purchase orders;
- Original signed contracts and amendments;
- Bid information;
- Information relating to dates and scope of service, method of payment; and
- Approvals where necessary.

Examples of the types of documentation to be retained for payroll transactions include these items:

- Time records that are signed by employee and supervisor, including hours worked and leave taken;
- Posting to cumulative records;
- Signed contracts describing scope of services and rate to be paid;
- Proper allocation or distribution of employees' times and cost to applicable department;
- Hiring letters or appointment documentation;
- Payroll certifications; and
- Approvals where necessary.

While the above guidance provides examples of the various types of documentation that should be retained, it is not all-inclusive. Remember that all transactions must be supported by detailed information. Under certain circumstances, departments may want to print out, sign, and retain a copy of these documents to file with the

back up. Departments will need to review the specific CTR policies and procedures for each type of activity to determine the unique requirements for record keeping.

Interface Management

Effective with the opening of the FY2005 pre-processing period, departments that have approved and certified MMARS interfaces will be required to follow revised Interface Management procedures for the approval of interface file processing. An electronic approval of all departmental interface files will be applied by an authorized user on the Batch Interface Event table (BIEVNT) table in MMARS prior to the processing of these documents in MMARS.

A NewMMARS Security Role, called “Interface-Authorized-Signatory”, has been created to support interface management. Departments that process interfaces need to assign this role to appropriate staff, as an approval action is needed to successfully process MMARS interfaces.

Specific procedural guidance and instructions will be provided to departments that have approved and certified interfaces under separate cover.

New, Consolidated or Closing Department Checklists

If your department has been created, consolidated, closed, or modified in any way because of the General Appropriation Act or any other legislation, contact the Payees, Payments & Tax Reporting Bureau at CTR for a copy of the “New, Consolidated, or Closing Department Checklist.”

Section 2

NewMMARS Go Live!

Highlights

Introduction

This section highlights the general activities and tasks that every department will need to perform as we open our first fiscal year with the new accounting system. The NewMMARS system includes significant changes to table and document names.

Why are we replacing MMARS?

The original MMARS system was implemented in 1986 and technology has advanced greatly since that time. The goal of CTR, ITD and AMS is to successfully partner to upgrade MMARS to an integrated web-based system with added robust functionality and a number of improvements in business practices. NewMMARS will allow connectivity to other web-based applications, HR/CMS and back-end integration with eGov initiatives. Because we can upgrade the application routinely, we can stay up to speed with evolving technologies and newer application functionality. By adopting the AMS product and minimizing the “customizations,” we’ve agreed to change some of our business processes, which will allow us to upgrade the application at reduced cost to the Commonwealth over time.

NewMMARS Documents

There will be some document transaction codes that stay the same, but many will be different. There will be encumbrances for commodity-based procurements and separate encumbrances for non-commodity based procurements. There will also be separate payment request documents. For instance, one encumbrance in NewMMARS is the General Accounting Encumbrance (GAE). Replacing the Payment Voucher (PV) in MMARS will be either a General Accounting Expense/ Expenditure Request (GAX) for a non-commodity based payment or a Payment Request Commodity Based (PRC) for commodity-based disbursements in NewMMARS.

Document Processing

Document Processing in NewMMARS will be different in a number of ways.

- Many new document codes have been created. You will need to rely on the document crosswalk to assist you initially. The Document crosswalk can be found at the following:
http://www.osc.state.ma.us/newMMARS/CrossWalkRef/MMARS_NewMMARS_CrossWalks.asp?cw=Document_New_Functions.
- The use of “event types” allows a document to process in a number of different ways, i.e., the BGCS can process a transfer (AC) or allotment (AL) by using a different event type.
- The DOC ID code is 20 characters long. Auto numbering with a leading date is an option. For example: CT DPW 1000 06010412345678901234.
- Documents are broken up into sections such as:
Header, Vendor, Accounting, etc. Some documents have three sections, others may have as many as seven sections. All document sections are listed on the left side of the screen (secondary navigation panel).
- All documents are entered on the Document Catalog screen. Actions needed to process (always located on the bottom of the screen) are Insert Line, Validate, and Submit (if security allows).
- Once processed, departments can track documents on the Document Catalog.

Documents Requiring Approval

Documents requiring approval from CTR, OSD, or ANF will be processed to a pending status if error free. Once ready for approval, the department is to Submit the document for approval. The document will appear on the “worklist” of the individual or group responsible for approving that document. The department may track the

status of the document on the Document Catalog. The documentation requirements needed to have documents approved will be issued in the document profiles section of the [CTR Knowledge Center](#).

NewMMARS Tables

The names of NewMMARS tables have changed significantly. In OldMMARS, table names are all four characters long, such as APR2, VEND, etc. In NewMMARS, table names are of various lengths. The following chart lists a sample of tables.

<u>Information</u>	<u>OldMMARS</u>	<u>NewMMARS</u>
Appropriation & Allocation Static Table	ASTA	APPR Budget Inquiry (BQ) Appropriation/Chart of Accounts
Appropriation Information	APR1, APR2, etc.	BQ89
Revenue Budgets	REVB	BQ82, LV1,2,3
Open Item Tables	OHPV, etc.	Document Catalog
Suspense File	SUSF	Document Catalog
Vendor Information	VEND, VNAME	VCUST

NewMMARS Opening

Departments will be notified via e-mail when NewMMARS is available. It is anticipated that the Comptroller's Office will access NewMMARS for one to three days prior to departments to verify that on-line access is ready to go. Departments will login to the NewMMARS application through the [CTR Knowledge Center](#).

NewMMARS: Day 1

Once NewMMARS is available for you to login, the focus of your work needs to be in the following areas:

<u>Action</u>	<u>Table</u>
Review Chart of Accounts—If rollups were established for districts and division, verify on line.	UNIT
Get familiar with budget screens, view on line	BQ89
View Cost Accounting Structure for Programs	PRG
View Cost Accounting Structure for Major Programs	MPRG
Review Billing Profiles for Customers	BPRO
Review Ship-Bill Information	Procurement Location
To look at Converted Documents	Document Catalog
To review new Vendor/Customer numbers	Use Vendor/Customer Crosswalk
To review Vendor Information	VCUST

Verification and Validation

After NewMMARS opens, the most critical activity for every department, is to verify and validate the information included in NewMMARS tables and listings. This includes, but is not limited to, chart of accounts and customer/vendor tables.

Crosswalks

A number of crosswalks, including the OldMMARS to NewMMARS Documents, Vendor/Customer, and Commodity Codes to UNSPSC Codes, have been developed to assist users in translating the necessary data

from old to new MMARS. Crosswalks are provided in Appendix A and can also be found on the NewMMARS Website: <http://www.osc.state.ma.us/newMMARS/>, the [CTR Knowledge Center](#), and the [CIW Web site](#).

Contractor Payroll

Beginning with fiscal year 2005, the use of PCRS for payroll cost distribution will be discontinued and will be replaced with the new Labor Cost Management (LCM) system. Labor distribution for all contract employees will be processed in LCM. Payroll expenditures for contract employees will be consolidated into the CC object class (OldMMARS CC subsidiary). The current requirement for processing an encumbrance in MMARS and the use of the HR/CMS Contract Panel will be eliminated. To lessen the burden on departments, this conversion process will be automated. It remains the department's responsibility to maintain a signed and valid contract as part of an employment file and ensure that the contractor is paid for time worked.

Employee Reimbursement

Effective with the Opening of FY2005, reimbursement for regular and contract employees will be paid through HRCMS/LCM. HRCMS/LCM has been updated with new earnings codes to support the new business process. Employee/contractor reimbursements will be included in the pay advice.

Important Accounting Period Information for Payments

At the end of FY05, additional guidance will be provided for period closing.

Expenditure Classification

NewMMARS will have a slightly different system of expenditure classification. Subsidiaries will now be referred to as "object classes." We will, however, continue to use the existing object codes, which are being modified only to reflect contract employees consolidated into the CC object class (subsidiary).

Departmental Reorganization and Account Restructure

Department re-organizations are expected to be minimal this year. The Office of the Comptroller will issue guidance and support to any departments identified with organizational changes in the GAA.

Hours of Operation

From opening day through July, NewMMARS will be available Monday to Friday, 8:00 a.m.-5:00 p.m. on weekdays with no weekend hours. Starting in August, the system will be open 8:00 a.m.-6:00 p.m. (weekdays only) with one exception; as is currently the case, the system may come down at 5:00 on the Tuesdays that payroll runs. Departments should not plan for NewMMARS to be available on weekends until after September. As soon as the system is stabilized, the Comptroller's Office will establish weekend availability.

Late openings may occur from time to time as we work to stabilize the new system. NewMMARS News will be available to update users on any last minute changes or other important information.

Training sessions

We recognize that you will need to quickly and effectively get **"up to speed"** in NewMMARS. Development of education will be **"role-based"** so that you will be learning the processes and functionality that are directly applicable to your job-role. So that there is minimal time away from your job, a large portion of the training will be delivered via e-learning – just in time for you to get right into the system and go!

e-Learning will be blended with traditional instructor-led training, facilitated workshops, and job aides to complete the overall NewMMARS education.

Formal training began last week with the first five pre-requisite e-Learning modules available through the [CTR Knowledge Center](#). E-Learning has been developed to allow users to practice processing transactions in a simulated environment prior to launch of the application.

[Learning Management System \(LMS\)](#)

The Learning Management System (LMS), which contains all the training information, is accessible via the Knowledge Center:

1. From the [Knowledge Center](#), click on Training (along the top menu bar)

2. On the Training page, click on CTR's Training and Event Portal:
<http://lms.osc.state.ma.us/RapidPortal/Login.htm>
3. Click Login (in the left menu bar)
4. Type in your Login ID [MMARS UAID*-all upper case] and press Tab
5. Type in your password (the default password is **password** - all lower case)
6. Click Submit
7. Click Required E-Learning
8. Click Courses
9. Click Not Started
10. Click Pre-Requisites

Please share this information with your end-users so they can familiarize themselves with the Knowledge Center and begin the five pre-requisite modules in the Learning Management System.

Help Available

Comptroller's Knowledge Center

The Comptroller's Knowledge Center has been launched at

<http://knowledgecenter.osc.state.ma.us/KC/Home.asp>. This web-based portal is intended to provide user support information, NewMMARS resources, and services for end-users.

The content available in the CTR Knowledge Center today includes draft policy and procedures for NewMMARS and the training pre-requisites. Other items, like the glossary, are available by linking to the [NewMMARS project website](#). Our plan is to move all content to the Knowledge Center for Fiscal Year 2005 over the next several weeks.

When fully loaded, the CTR Knowledge Center will be your "one-stop" information center for policies, procedures, MMARS support, e-Learning, job aids, forms, and any other resources you need to conduct your departmental day-to-day business. Please note that FY04 information will continue to reside in the CTR website <http://www.state.ma.us/osc>. All FY05 information going forward will be housed in the CTR Knowledge Center. For this reason, we recommend that you bookmark the page url for quick reference. Note that the NewMMARS Project Website will continue to be available through the NewMMARS implementation, but the Knowledge Center will be the long-term reference tool for end-users of the new system. If you have not already watched the MMARS announcement, please visit the NewMMARS Website: <http://www.osc.state.ma.us/newMMARS/>.

NewMMARS Project Web Site

The NewMMARS Project Web site will continue to provide updates on the NewMMARS project, such as meeting schedules, Liaison information, workshops, etc. The information on this website will eventually be incorporated into the CTR Knowledge Center.

Department Advocates

The Department Advocate Program provides individualized two-way communication between Commonwealth departments and NewMMARS staff. The advocates serve as the point of contact between NewMMARS Liaisons and NewMMARS teams. Each department is assigned an individual who provides assistance, identifies appropriate resources to handle open issues, and assists with any conversion related difficulty.

*****New "Help Desk"*****

The Help Desk is the first line of support for users as they have questions based on their use of NewMMARS. Users may be anxious about the unfamiliarity of NewMMARS and will be looking to the Help Desk for expert support. The Help Desk staff will be proficient in NewMMARS functional areas in order to provide excellent customer service. The hours of operation for the Help Desk will closely mirror the system hours for Go-Live to provide users assistance at all times. All calls must be channeled through the Help Desk to make sure all issues are accurately logged and resolved, providing users with a single point of contact for support. All issues will be logged into the Remedy database, and users will be given a ticket number for all calls not resolved with the first attempt.

Callers who contact CTR or NewMMARS Project staff directly will be redirected to the Help Desk. If not, incorrect or inconsistent information could be given, calls could be lost, and widespread issues may not be identified right away. The Help Desk will also use the information captured in tickets to work with the Training Team, among others, ensure users are getting the information necessary to complete their jobs.

The Help Desk staff (Tier I) will attempt to solve the end-users' questions on the first phone call. Any ticket that cannot be resolved on the first call will be assigned a priority and referred to Tier II. The Tier II resources will be comprised of Functional and Technical Area Experts selected from CTR Bureaus and the NewMMARS Project. All calls not resolved on the first call will be updated daily with the user via email. The Help Desk Analysts will have extensive knowledge of the NewMMARS System from training and participation in User Acceptance Testing. They will also have access to the Knowledge Center, training material, and Tier II Subject Matter Experts (SMEs) to assist in efficient call resolution.

From May 2004 to September 2004, the Help Desk will be supporting two applications – both OldMMARS and NewMMARS. While FY04 is being closed in OldMMARS, the new Fiscal Year (FY05) will begin in NewMMARS. New fiscal year processing will begin when the new system is made available in preparation for the opening of FY05 on July 1, 2004. Simultaneously, the Accounts Payable period for FY04 will run through mid-September, being processed in OldMMARS.

Effective, two-way communication is critical to the success of the Help Desk. The Help Desk must provide relevant and timely information regarding any system issue, functional change, or procedural update. It is the responsibility of the Help Desk itself to ensure that all NewMMARS users have a single source for answers to questions and solutions to problems.

Please note the current hours for the Help Desk have been changed to Monday through Friday, 10:00 am to 3:00 pm. When NewMMARS first goes live, the Help Desk will be open Monday through Friday, 8:00 am to 6:00 pm. The Help Desk can be reached by calling 1-617-973-2468.

FAQ's for Opening

1. Q: Will Opening for NewMMARS be similar to Opening for OldMMARS?

A: Yes and no. Many of the Open activities will remain the same – open documents will be rolled into the new fiscal year, budgets will be loaded, etc. However, since we are moving to a new system, there will also be a number of activities for this year only, including table set-up and reviewing your department's converted data.

2. Q: Will we be using OldMMARS and NewMMARS at the same time?

A: Yes. You will continue to use OldMMARS to close out FY2004, but all opening activities for FY2005 will be completed in NewMMARS. Please note there may be times when you will need to enter data in BOTH systems. For instance, after the second vendor conversion on June 25th, you may need to enter a new vendor in OldMMARS to process an FY2004 document, but will also want to enter the vendor into NewMMARS for use in FY2005.

3. Q: Will the NewMMARS system be available on Saturdays during the pre-processing period?

A: No. The projected open hours for May, June and July are 8:00 a.m. to 5:00 p.m. on weekdays with no weekend hours. This allows conversion, performance tuning and maintenance work to be completed on weekend days rather than during the week, when it could impact department users.

4. Q: How will the document identification numbers be handled for multi-year contracts in NewMMARS?

A: In NewMMARS, multi-year contracts will retain the same document identification number and the total contract amount will carry over from one fiscal year to the next. This will provide departments with a more efficient way to access current contract information and to review pertinent contract history.

5. Q: What are UNSPSC codes in NewMMARS?

A: United Nations Standard Products and Services Codes (UNSPSC) are global standards designed to facilitate electronic commerce and procurement. UNSPSC codes give the Commonwealth the ability to track expenditures at a more granular level of detail than exists today. Adapting to the UNSPSC standards will enable the Operational Services Division (OSD) to generate reliable reports on goods and services procured by all state departments.

6. Q: Will all vendor/customer records, including converted records, be maintained in NewMMARS?

A: All updates will be done in NewMMARS. The PSS functionality is now integrated into NewMMARS. The Vendor/Customer Codes are referred to as VCUST codes. The VCUST code for converted records will start with "VC6" or "VC7", the "6" indicating it is a converted vendor record and the "7" indicating it is a converted customer record. Customers that are also vendors will be converted to "VC6".

7. Q: Will payments for FY 2004 be processed in OldMMARS or NewMMARS beginning July 1, 2004?

A: OldMMARS. OldMMARS will be operational during the accounts payable period that runs from July 1, 2004 to August 31, 2004 (with extensions available to September 15, 2004). Payments for goods and services received on or before June 30th and encumbered in the previous fiscal year's appropriation, will be processed in OldMMARS as follows:

- The payment MUST reference an encumbrance approved before June 30, 2004.
- The payment MUST reference a posting period of Budget Fiscal Year 2004, **period 12 (not 13)**.
- The payment must occur between July 1 and August 31.

8. Q: How will employee reimbursements be paid?

A: Reimbursements for FY2005 and later will be paid from HR/CMS and combined with payroll onto a single pay advice. Departments may distribute reimbursement payments to separate accounts through LCM.

9. Q: Will there be encumbrances for employee reimbursement?

A: There will be no encumbrance in NewMMARS for employee reimbursements (BB object class) other than accounts payable beginning in July 2005. Reimbursements will be charged to the normal BB object codes.

10. Q: Contract employees will be paid through HR/CMS in object class CC, does this mean companies as well?

A: No. Only individuals who are considered "contract employees" under the "test" of the IRS SS-8 process will be paid through HR/CMS. All consultants will remain in current object classes. The HH and NN consultant object codes are limited to "non-employees". There can no longer be consultant contract employees.

11. Q: Will there be encumbrances for *Contract Employees*?

A: No. There will be no encumbrances for those "contract employees" determined to be in the CC object class based upon the IRS SS-8 process. The normal *predictor* runs of HR/CMS can be used by departments to track expenditures if the department does not use the Information Warehouse.

12. Q: Do Service Contracts for FY05 have to be manually entered or will CTR just put out-year lines on them so that they will be converted and roll on their own?

A: Departments can do one of two things: amend the contract during FY2004 to add out-year lines (provided the contract has been amended to reflect this change) or enter the out-year as new encumbrances in NewMMARS after the roll.

13. Q: If the Document ID is not system-generated, can I enter less than 20 characters?

A: No. The system will not accept a Document ID less than 20 characters. You may prefill with zeroes.

14. Q: Is there still a Central Draw in NewMMARS?

A: Yes. The functionality is still there, but the Cost Accounting Module replaces the current SUBA process. Program codes (SubAccounts) are captured at the beginning of the payment cycle rather than at the end (SUBA). This eliminates the need for departments to manually distribute money to the correct SubAccount after the draw.

15. Q: What replaces the current paperwork, (ASTA Table AA Document), that is submitted to have a Grant account established in NewMMARS?

A: The BGCN document is an online document, completed by departments. It contains fields of information similar on those captured on the ASTA Table. The BGCN for grants will be entered with event type BG23, Budgetary Estimated Receipts. Supporting documentation includes an award letter, any ISAs, all information relative to how funds should be requested from the federal government.

Section 3
Key dates

[To be linked here]

<http://www.state.ma.us/osc/Homeview/OpenClose/fy05/keydatesFy0405.pdf>

Section 4

General Accounting & Chart of Accounts

Introduction

NewMMARS provides significantly more functionality than the existing accounting system. The chart of accounts has many more data elements and supports aggregation and rollup of data without an increase in data entry beyond the initial set-up of tables.

Requirements to convert and create data in NewMMARS formats for the beginning and ongoing business operations are specified below. Most conversion issues have been addressed by the Comptroller's Office, the Project Team and departments over the last several months.

Chart of Accounts

What is the Chart of Accounts? Chart of Accounts data elements are the foundation of the financial management system. Setting up the Chart of Accounts is the first step in converting to NewMMARS. The Chart of Accounts needs to be established prior to any FY05 budget development. Business rules need to be reviewed, and perhaps adjusted, to best take advantage of the feature that can significantly reduce data entry, errors, and much of the manual work involved in managing and reporting financial activity.

In NewMMARS, there are several types of elements:

- Primary Elements which are coded on the accounting line of transactions;
- Rollup Elements that are coded on the transactions as additional detail if the department entered the desired summary codes in the table prior to any transactions being processed; and
- Sub-ordinate Elements that break down the primary element to a more granular level of detail (ex. sub-activity, sub-unit).

Considerations for Chart of Account Development

The following questions should be considered in determining the right level of coding for your department:

- What **organizational information** do you currently access? Do you need to access and organize information by bureaus, geographic part of the state, etc.?
- What **functional information** do you currently access? Do your reporting needs require you to review financial data by services your department provides?
- Do you spend from **federal grants or capital appropriations**?
- What information is requested by both internal and external entities that are difficult for you to provide?
- Are your information needs changing given the current budget situation and/or planned reorganizations or will requirements be the same?

Chart of Account Set-up

Chart of Accounts, working alone or in conjunction with central and departmental Budget Structures, can provide greater and more comprehensive accounting and reporting detail and budgetary control. This level of detail is based on the associated rollups that are required by federal grant and capital reporting or that departments choose to utilize to increase the reporting and/or to control spending.

There is a defined sequence for establishing your chart of accounts in NewMMARS. **Defining data element usage** is the first step in establishing your chart of accounts. The following steps are required prior to touching the system and should be in the final stages of definition:

1. Determine which data elements you are required to use (ex. program code linked to major program for capital and federal accounts) and which you will utilize to meet departmental needs.
2. Determine whether hierarchies and rollups will be used and for which data elements (this may be dictated by requirements for federal/capital reporting, organizational reporting, budgeting, etc.). Grant

worksheets addressed the coding requirements for federal grants – round 3 will address any new grants since December 31, 2003. Capital spending control departments have worked with ANF to define the coding requirements to support capital spending caps. Departments with allocations of capital funds should work with the lead department to define the coding requirements to support these budgets.

3. Determine in which Budget Structures your financial activity will occur and evaluate the coding requirements for those structures.
4. Determine which other codes will be needed to meet accounting and reporting requirements.

Definition of Rollups: rollup relationships allow departments to enter the lowest level of data and have the system record summarized information to the ledger without users entering that information. Many chart of account elements allow multiple levels of rollup. Some are defined at a central level (ANF or CTR) but others are totally within the control of departments.

Entry of Valid Codes is the final step in establishing the chart of accounts. Some of this data will be populated from spreadsheets completed at the department level. Some will require data entry if it involves new data elements or use of elements that could not be converted from the old to the new system; other tables will be populated from data supplied from each department in workbooks such as org to unit, or federal grant crosswalks.

Chart of Account Major Elements by Category

This section focuses on data elements that are defined at the department level and identifies those where departments have discretion in use and definition. Not addressed here are centrally defined and controlled data elements not relevant to most departments.

Budget

The financial system relies on the General Appropriation Act (GAA) and the accounts specified there. ANF and CTR may approve additional accounts based on language in the GAA. NewMMARS supports aggregation of appropriation data using reference tables as OldMMARS does. Data elements in the budget segment include:

- Appropriation
- Object class (formerly subsidiary)
- Commodity code

Appropriation Types have been expanded to ten different types to classify all accounts based on certain fund sources and processing attributes.

Appropriation Type	Appropriation Name
1CS	Budgeted, subsidiarized
1CN	Budgeted, non-subsidiarized
1RS	Budgeted Retained revenue/subsidiarized
1RN	Budgeted Retained revenue, non-subsidiarized
1IS	Intergovernmental, subsidiarized
1IN	Intergovernmental, non-subsidiarized
2CN	Capital (Type 02)
3TN	Trusts (Type 03)
3TX	Non-Cash Trusts
4FN	Grants (Type 04)

Organizational

The organizational elements identify how a department is structured to execute its mandate. Recording financial transactions with a unit code supports the department in reporting data and managing within its budget. Organizational elements include department, cabinet (secretariat), and branches of government, all of which are defined centrally. The department code is the pivot point in the structure – unit codes and rollups are unique at the department level.

Cost Accounting

Cost accounting tracks financial events associated with special purposes such as:

- Federal grants
- Capital projects
- Indirect cost capture and billing to claim federal reimbursements

The cost accounting elements provide detailed options to support both external and internal cost control, as well as to capture billing and reporting data. Cost accounting elements are required on ALL transactions when activity is associated with Federal Grants or Capital Accounts. Data elements include:

- Major program
- Program
- Program period
- Funding profile
- Phase
- Task
- Task Order

Departments not spending federal or capital funds may use these codes but care should be taken to assure that codes are compatible across appropriation types.

Detailed Accounting Elements

These elements allow departments to code their financial activity in ways that are meaningful to them but may not be relevant to all of state government. The following data elements are available for detailed accounting:

- Activity (two rollup levels are reserved for the CAFR reporting – the Commonwealth’s Comprehensive Annual Financial Report. Activity and two rollup levels are available for department use, while an additional two rollups are centrally defined.)
- Function (Two rollups may be defined by departments, while two additional rollups are centrally defined.)
- Department Object (There are four rollups, all of which are department defined.)
- Department Revenue Source (There are four rollups, all of which are department defined.)

Fixed Assets

These data elements allow the Commonwealth to record and report on long-term, tangible assets such as land, buildings, equipment, vehicles, etc. There are two data elements that support the accounting of fixed assets: fixed asset type and location.

Fund Accounting

These elements define key accounting data to be coded on accounting and budget transactions. Departments use some of these. Others are inferred from data relationships coded in the system or from data inferred at the time of posting. Elements include:

- Fund
- Sub-fund
- Object
- Revenue Source
- Balance sheet account

Fund Accounting Elements

ANF and CTR define central reporting elements.

1. FUND

All fund numbers converted to NewMMARS begin with a zero, followed by its current three-character fund number (e.g. General Fund 010 will become fund 0010). There are a number of hierarchies such as Fund Class, Fund Category, Fund Type, Fund Group, CAFR Fund Group and CAFR Fund Type. These hierarchies are being used by CTR for financial reporting purposes.

2. SUB-FUND (Reporting Category)

In some cases, the OldMMARS Reporting Category has been converted to NewMMARS Sub-Fund. Both fund and sub-fund are four character codes. Fund and Sub-fund will always be inferred on encumbrance and expenditure documents, however, departments must code the appropriate fund and sub-fund when entering budget and revenue documents. The general information section of the budget inquiry screen will display the correct fund and sub-fund for an appropriation.

3. REVENUE SOURCE

The OldMMARS revenue source code is four characters, which will be retained in NewMMARS. The departments will continue to post activity to a source code designated as appropriate for the revenue collected, accrued and unearned revenue. The revenue received by a department may also be reported by category, class, type, and group, which are centrally defined rollups.

There is straight conversion, with some clean up done by the CTR Accounting staff. **In case of missing or inactive revenue source, contact the Help Desk.**

Balances Forward (BF)

The first automated BF transaction in NewMMARS will be generated from Old MMARS data and converted to NewMMARS. The conversion for appropriation account types Capital, Trusts, Non-Cash Trusts and Grants (2CN, 3TN, 3TX and 4FN) will be generated after split week payroll and fringe are processed. Fringe and Indirect is scheduled to occur on or about July 14, 2004. BFs are scheduled to process for appropriations types 2CN, 3TN, 3TX and 4FN on July 16, 2004. Thereafter, BFs will process weekly.

BFs will not occur in the Budgeted and Intergovernmental appropriation account types (1CS, 1CN, 1RS, 1RN 1IS and 1IN) where the original authorization has expired, unless authorized in successive legislation and only in amounts allowed by that legislation. For Budgeted Appropriation account type BFs will be processed manually upon enactment of the GAA or any subsequent legislation providing BF authorization. Departments with budgeted continuing appropriations should contact the Accounting Bureau regarding BF.

Verification of the BF on Conversion

CTR will be responsible for validation and verification of the converted BF data. The verification will begin in the middle of July 2004.

Capital Accounting

In NewMMARS, each capital account authorization (type 2CN) is assigned by ANF to a capital department (DCAM, DHCD, EOAF, EOEA, EOPS, EOTC or ITD) in the Appropriation Group field on the Appropriation table. These designations will also apply to any child allocations. All capital spending will require a Major Program Category and a Program Code to be set up to properly account for project costs.

In order to process a payment against a capital account, a Payment Request [PRC/GAX, formerly PV] has to be validated against the Central budget structure for that account. This confirms that sufficient funding (bond authorization) is available. A validation will also occur against the Capital budget structure, to confirm that sufficient cap (administrative limit on debt-supported spending) is available in the corresponding Major Program Category; and a final validation will occur in the Program budget structure, to confirm sufficient funds are budgeted for the identified project.

In all cases, departments will enter a Program Code on the payment request document; that Program Code is associated with a Major Program and a Program Class, both of which are used to group similar programs. The Major Program identifies related programs within a department, while Program Class provides a statewide

categorization for projects. Major Program is tied to a Major Program Category, which is a statewide categorization of capital project spending and is the link to the Capital budget structure. Capital agencies are free to establish Major Programs and Program Codes to organize programs as they wish. It is suggested that child departments use the same Major Program as their parent to facilitate cross-department comparisons.

Expiring Capital Accounts

Departments are reminded that if accounts are not re-authorized by legislation as of July 1st, departments may not continue services of employees or contractors in these accounts. Contracts must be terminated or suspended, personnel must be terminated, or contracts or personnel must be transferred to other appropriate accounts authorized for these types of expenditures. Expenditures incurred against other accounts during this time may not be retroactively transferred to these accounts should the account be re-authorized.

Section 5

Budgeting for 2005

NewMMARS will provide departments with many more options for tracking activity in FY2005. These options include Central Budget Structures, Departmental Budget Structures, and Cost Accounting Structures. All budget structures work together and provide departments with a multi-dimensional approach to managing their activity.

Central Budget Structures

There are three central budget structures in NewMMARS for FY2005. Two record expenditure activity; the third records revenue activity. All spending accounts must exist in one of the two central budget structures:

- The first budget structure “non-subsidiarized”, MMARS Structure 89 replaces the former “00” accounts. All budget activity in this structure will be accomplished with the BGCN Document (Budget Central Non-Subsidiarized).
- The second central budget structure is the equivalent of the current subsidiarized budget structure, however in the NewMMARS terminology, subsidiary changes to object class. This is MMARS Structure 81; most budget activity will be accomplished with the BGCS document (Budget Central Subsidiarized). Transfers between object classes will use a different document, BGTS (Budget Transfer of Subsidiary).

To begin 2005, budget structures will be converted into NewMMARS. House 1 dollars will be loaded for all budgetary spending accounts. Pre-processing, such as encumbrance activity that occurs after the House 1 load until the Legislature authorizes FY2005 spending, via an interim or final budget, will occur as normal.

- The third central budget structure is the revenue budget - this will be converted to NewMMARS in May and will accept revenue activity after July 1. Central Revenue Budgets are Structure 82 in MMARS. All set-up/budget activity is entered with the BGRN document (Budget Revenue Non-Subsidiarized). Unlike the current system, the central revenue budget will not contain a Unit Code. If departments need to track revenue by Unit, Departmental Revenue Budgets can be used.

Departmental Budget Structures

NewMMARS provides departments with two Departmental Expense Budget Structures. They mirror the Central Structures, as one is non-subsidiarized and the other is subsidiarized. Departmental Expense Budgets are entered at the appropriation level, with the subsidiarized budgets entered, like the central structures, at object class. There are several levels at which departments can budget.

- Departmental Expense Budgets are structured to allow departments to budget at the Division level. Division is a roll-up of Unit and is inferred when departments enter a Unit Code on a document.
- Departmental Expense Budgets offer two optional levels of budgeting.
 - ❑ The first is District
 - ❑ The second is object code.

Departments may choose to establish a budget line below Division, known as District, another roll-up of Unit. However, if the department enters the budget only at the Division level, because that is where they have chosen to control the spending, NewMMARS will auto-generate the District level, as activity is posted. This will provide departments with an additional level of information.

The lowest level within Departmental Expense Budgets is Object Code. Again, this is an optional level that Departments may elect to use or not. Department Expense Budgets with subsidiaries are MMARS Structure 83 and are entered on a BGDS Document Budget Departmental Subsidiarized). Non-subsidiarized Department Expense Budgets are MMARS Structure 84 and are entered on a BGDN document (Budget Departmental Non-Subsidiarized).

- The third Departmental Budget is the Departmental Revenue Budget (Structure 85), which is entered on a BGDR document (Budget Departmental Revenue). This structure contains the same fields as the Central Revenue Budget Structure and adds Unit Code. Departments that wish to track revenues by Unit should enter a Departmental Revenue Budget for that purpose. Departments that choose to enter Department Budgets should contact their Department Advocate to ensure that the appropriate table set up is completed in NewMMARS to support Departmental Budgeting.

Cost Accounting Budgets

NewMMARS offers departments four Cost Accounting Budgets to track activity. To understand cost accounting budgets, it might be best to think of them as programmatic budgets. Three of the four are not budget fiscal year specific. All of them may track activity across appropriations. All of them utilize the Program Code as a primary element. To establish a Program Code, a department must first establish a Major Program. This is a Department specific Chart of Accounts element. The department will then establish a Program Code, another department specific Chart of Accounts element; and associate it with the Major Program. This is the basic structure for all cost accounting budgets.

Capital Budgets

Capital Budgets are central expense budgets, entered by ANF to track spending against capital authorizations. This is the only cost accounting structure that is budget fiscal year specific. This is MMARS Structure 86 and is entered with a Budget Central Capital Document (BGCP). At the highest level, the Capital Budget records activity for **appropriation type (2CN)** and Appropriation Group. Appropriation Group is a state-wide roll-up of Appropriation. All Capital appropriations will be assigned to an Appropriation Group.

Appropriation Groups will represent the Commonwealth department that has received the bond authorization, for example, DCAM or DHCD. At the next level, Major Program Category is added. The Major Program Category is a government-wide roll-up of the department Major Program Codes and will define the category of activity authorized to expend capital funds during that year. Examples include: ITEG – E-Government Projects and DHPR - Private Housing.

Spending authority for **capital accounts (type 2CN)** will be authorized via the Capital Budget structure, which will enable ANF to better control spending against the annual bond cap, but allow for greater spending flexibility by account. Unlike today, individual capital accounts will not receive allotments. Rather, for most capital departments, ANF will make cap available on a regular basis to the Appropriation Type, Appropriation Group, and Major Program Category level of the Capital Budget structure. The total amounts will equal the annual spending cap for that activity, as set forth in the approved ANF Capital Spending Plan. Project spending within a Major Category will be controlled by the available cap limit.

There are two additional levels within the Capital Budget Structure; each is optional. Level three adds Department Code. Level four adds appropriation. Departments may elect to utilize these levels, but they are not required.

Program Budgets

MMARS Budget Structure 87 is the Programmatic Budget Structure. The budget is entered on a Budget Program Document (BGPR). This structure also contains four levels. The first level is Program Class, a government-wide roll up of Program Code. At level two, Department and Program are added; at level three Phase is added. Level four adds Activity Code. All departments that receive funding allocated to them by DCAM should expect to use this budget structure at level four activity.

The Programmatic Budget Structure does not contain Budget Fiscal Year, nor does it contain Appropriation. Thus, it records activity posted with a Program Code to which a specific Program Class has been assigned and budgeted. This structure spans years and appropriations and is, therefore, most useful for tracking long-term projects.

Reimbursable Grant Budget

The Reimbursable Grant Budget is required for all federal grants, NewMMARS **Appropriation Type 4FN**. This is Budget Structure 88 in MMARS. Budgets are entered on the Budget Reimbursable Grant Document

(BGRG). There are only two levels within this budget; level one contains Department, Major Program, and program, while level two adds Funding Profile, Funding Priority, and Funding Line. These latter attributes help define how federal funds will be drawn, in accordance with the Commonwealth's Automated Central Draw.

The Reimbursable Grant Budget does not contain Budget Fiscal Year; and, therefore, may be utilized to track activity on a federal fiscal year basis. This budget will allow departments to aggregate both expenditure and revenue information by grant, by federal fiscal year and, where relevant, by sub-account within the grant indicated by program code. The Reimbursable Grant Budget structure supports the generation of the weekly Automated Central Draw reports, which enable the Treasury to draw funds on behalf of departments.

Phase Specific Reimbursable Budget

This Cost Accounting Structure is similar to the Reimbursable Grant Budget structure, except that it adds Phase at the second level. This is MMARS Structure 11 and is entered on a BGRE document. This structure will be utilized by the Massachusetts Highway Department (DPW) to track all of its construction and maintenance projects and to support the generation of the weekly billing to the Federal Highway Administration (FHA).

Section 6

Federal Grants Management and Cost Accounting

Federal Grants Management

Federal Grants are any financial assistance available to a state agency from the United States Government, distributed through a congressionally defined formula or awarded through a competitive process. The latter are termed categorical grants and are usually represented on NewMMARS as **appropriation Type 4FN**. The grants are set up under [MGL c. 29 §6B](#). For specifications on application and setting up a grant, please refer to the statute.

The use of NewMMARS provides the following improvements:

- Improved Federal Grant Management and Tracking
- Improved management of allocation accounts
- Streamlined Automated Central Draw Process

Specifically, the use of NewMMARS provides the following advantages to Commonwealth departments:

- Major Programs will be used to represent Federal Grant Appropriations. When posting activity at a program code level, Major Program is inferred, and this provides Grant Accounting users with enhanced detail as well as control at the sub-account (Program Code) level.
- Flexibility to run reports by FFY while maintaining the ability to run programs by the Commonwealth's fiscal year.
- NewMMARS will also maintain the automated central draw of federal funds, which provides the Treasurer with the detail necessary to draw approximately \$27 million weekly from various federal payment systems in support of programs managed by Commonwealth departments. Data necessary to maintain this functionality will reside within NewMMARS' Cost Accounting structure.

Federal Grants Accounting Structure

All grants will reside in two accounting structures: 1.) Central Structure and 2.) Cost Accounting Structure.

MMARS	CENTRAL STRUCTURE	COST ACCOUNTING STRUCTURE
Appropriation	Appropriation (8 characters)	Major Program (6 characters)
Encumbrances and Expenditures	Encumbrances and expenditures are entered. Updates General Ledger	Program Code required on all encumbrances and expenditures. Updates Cost Accounting Journal
Sub account		Program Code (up to 10 characters). Sub account inferred via the Program Code
SUBA	SUBA table no longer exists.	All information needed for the reimbursement process exists before warrant occurs utilizing the program code.
CMT1 (to create a CD & Reference to Federal Payment System		Funding Profile

In the Central Structure, each grant will have an appropriation number and a Major Program Code in the Cost Accounting Structure.

Each Major Program must have at least one Program Code. Sub-account detail is built within a Program Code.

Conversion

In order to have a successful conversion of each grant to the new system, departments must have completed their program and major program worksheets.

Central Draw The Central Draw will be done on a weekly basis in NewMMARS, rather than twice a week, as is currently the case. The process used to create the Central Draw will also create accounts receivable events.

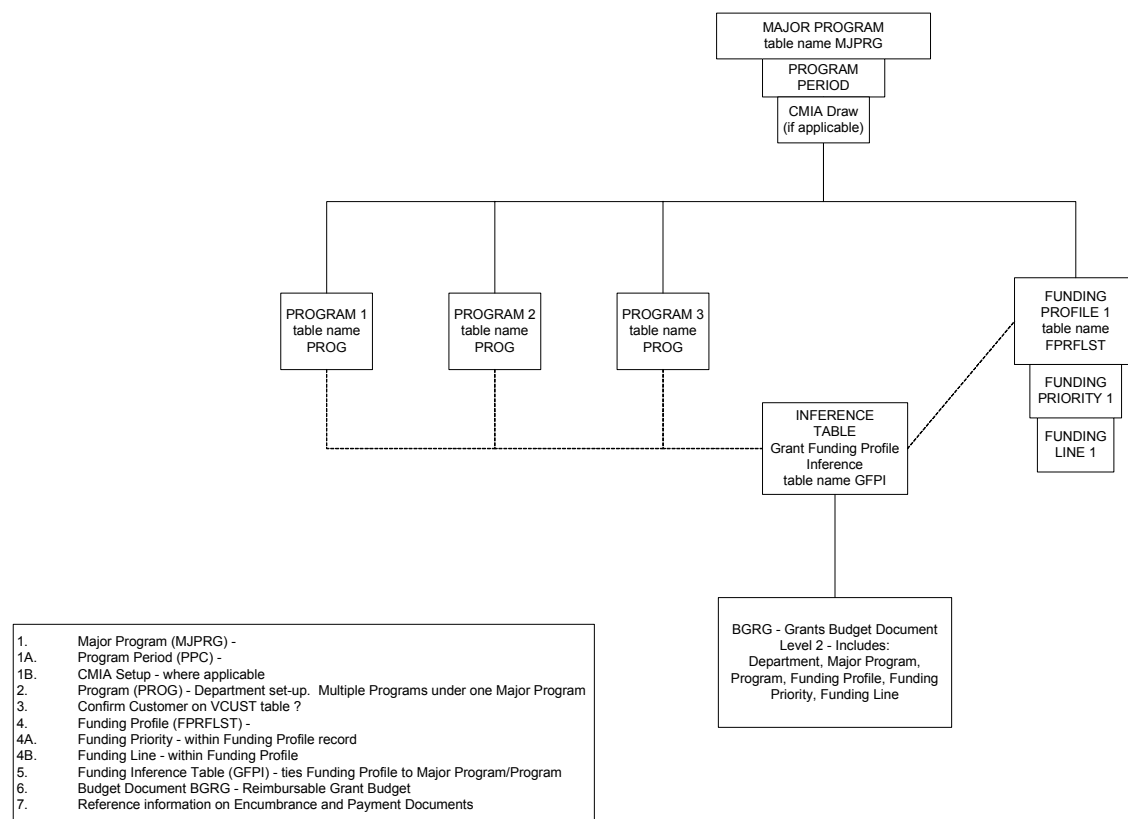
New inquiry tables have been created to reconcile between cash expenditure and cash receipts. The tables are:

Central Revenue Inquiry Screen	BQ82 (Level 3)
Central Expense Inquiry	BQ89 (Level 2)
Reimbursable Grants	BQ88 (Level 2)

Reimbursable Grant Budget Structure

The Reimbursable Grant Budget Structure allows departments the opportunity to establish budgets for their grants on a federal fiscal year basis, while their central structure will remain on a state fiscal year basis. This will allow grant recipients to better track their spending by federal award year and thus, improve their reporting.

The following chart highlights the cost accounting set-up structure. E-Learning modules have been designed to explain the new grant structure.



Reimbursable Grant Budget (BGRG)

Departments complete this document online. The information entered updates the Reimbursable Grants Budget Table. This table acts as the Budget Inquiry Screen for the grant.

Header

Start Date :

End Date :

Transaction Date :

Fiscal Year :

Period :

Insert New Line

Insert Copied Line

First

Prev

Go To

Next

Last

Action Menu

Perform Budget Rollup

Smart Budget Rollup

Budget Level 2

Action :

Event Type :

Name :

Start Date :

End Date :

Dollar Amount :

Increase/Decrease :

Department :

Major Program :

Program :

Funding Profile :

Funding Priority :

Funding Line :

Parent Dept :

Parent Dept Name :

Description :

Legal Cite :

Save

Undo

Print

Validate

Submit

Close

Cost Accounting

Grant processing is part of the Cost Accounting section of NewMMARS. Cost Accounting is the tracking of accounting events that are associated with a special purpose. In this case, the special purpose is to record spending against a Federal Grant.

The Major Program structure captures all of the Cost Accounting information necessary for budgeting, reporting and reimbursement billing. During the setup process, the grant manager makes key decisions to determine how to utilize the Major Program structure to establish a grant.

To simplify data entry, the Funding Profile is automatically determined, based on rules defined on the inference tables with the reimbursement information.

The Program is a user-defined field where program coding is assigned to a project.

The Program Period is the fiscal year of the funding source, which must be tracked for proper Program reporting.

Section 7

Procurement Management

Introduction

This section provides detailed guidance on conversion, validation, and initiation of encumbrances for the new fiscal year. Departments are encouraged to read these instructions thoroughly in order to minimize unnecessary delays and problems opening the fiscal year in the NewMMARS Accounting System.

State Finance Law Reminder

State Finance Law requires that funding be in place before goods, services or other obligations can be requested or accepted from contractors, vendors, or employees. Specifically, under [M.G.L. c. 29, § 26](#); [M.G.L. c. 29, § 27](#); and [M.G.L. c. 29, § 29](#), departments may not incur a liability for the Commonwealth in excess of their appropriation or allotments and the Comptroller may not permit the disbursement (payment) or incurring of an obligation (encumbrance) by departments without a sufficient appropriation and allotment.

This means that a department cannot authorize performance to begin on a contract or amendment (including ISAs), or request or accept services (including regular or contract employee services), or goods, or other obligations in excess of approved appropriations and allotments or other legally available funds. Evidence of sufficient funding (appropriation and allotment) for most contracts is an approved encumbrance in MMARS fully supporting the contract maximum obligation (if applicable) or anticipated expenditures. See NewMMARS Policy “State Finance Law and General Contract Requirements” on the [CTR Knowledge Center](#).

Encumbrance Management Opening

This section addresses encumbrance processing in FY2005 Opening. The [CTR Knowledge Center](#) will provide information access to policies and procedures and should be consulted for routine questions. Department Advocates and MMARS training sessions will also be available for information.

FY2005 Opening pre-encumbering and encumbering activities will begin when NewMMARS goes live. This should provide ample time to process Service Requisition Pre-Encumbrances (RQS), Contract Encumbrance Documents (CT for both services and leases), Recurring Purchase Order Encumbrance Document (RPO for both services and leases with recurring payment), and Commodity Purchase Order (PC).

Departmental staff and vendors involved in this process must be made aware that these are provisional encumbrances and not legally binding documents until the General Appropriation Act (GAA) is passed by the Legislature and signed by the Governor. Departments are responsible for ensuring that pre-encumbrances and encumbrances against the provisional FY Opening obligation ceiling do not, in aggregate, exceed amounts that they reasonably anticipate to receive in the final GAA. Once the actual GAA is loaded on NewMMARS, departments should make the appropriate corrections to encumbrances in a timely manner if:

1. The account number in the GAA is different than what was loaded in House 1; or
2. The amount in the GAA is different than in the provisional obligation ceiling; or
3. The amount of pre-encumbrances and encumbrances exceeds the level supported by the appropriations.

Departments may find it necessary to amend, suspend, or terminate an existing contract due to budget allotment reductions. Although departments may continue to provide a one-way notice of termination or suspension of a contract, reductions to maximum obligation contracts (or other adjustments) must be mutual and done through an amendment to the Standard Contract. For detailed guidance on terminating and/or adjusting contracts necessary to stay within spending limits, see Comptroller Contract MMARS Policy, specifically the Contracts – Amendments, Suspension, or Terminations on the [Knowledge Center’s Policy site](#).

If a department wishes to extend a contract into the new fiscal year, but cannot determine the amount available for encumbering, the department may execute an amendment to extend the dates of service into the new fiscal year. When the GAA is loaded on NewMMARS, the department should enter the appropriate documents in NewMMARS. The extension of dates provides no authorization for services or expenditures but enables the

contract documents to remain in effect. Performance is, in effect, suspended until funding is in place and the department and contractor execute an amendment to add dollars, scope of performance, and budget detail.

Retained Revenue Accounts

In an effort to support departmental encumbrance processing needs, ANF will establish an estimated receipt ceiling via a BGCN or BGCS document at the limits dictated in the GAA. This action updates the estimated receipts in the following inquiry tables BQ81 (subsidiarized) and BQ89 (non-subsidiarized). This eliminates the need for an individual document override request to be made by CTR. The establishment of estimated receipts is valid for one fiscal year (7/1-6/30). Departments must notify ANF immediately in writing during the year if they have reason to believe that actual collections will fall short of their initial projections.

Trust Accounts

Departments **must** annually submit a letter to the CTR Procurement Unit, on department letterhead, signed by an authorized signatory, stating the projected fiscal year total receipts for the account(s). Requests will be reviewed by CTR. Once this letter is approved and on file, CTR will systemically set estimated receipts via a BGCN or BGCS document. This action updates the estimated receipts in the following inquiry tables BQ81 (subsidiarized) and BQ89 (non-subsidiarized). This eliminates the need for an individual document override request to be made by CTR. This request is valid for one fiscal year (7/1-6/30) only. Departments must notify CTR immediately in writing during the year if they have reason to believe that actual collections will fall short of their initial projections.

Contract Documents Submitted To CTR

The NewMMARS system does not generate output reports for contract encumbrance documents nor will there be input forms available. Accordingly, departments will **not** be required to submit contract encumbrance documents for contracts that need processing to “final” status. **IMPORTANT:** In order for CTR to process contracts submitted efficiently and in a timely manner please include the following information at the top of the contract document:

Trans Code: _ _ _	Dept: _ _ _	Unit: _ _ _ _	ID: _ _ _ _ _ _ _ _ _ _ _ _ _ _
3 characters	3 characters	4 characters	20 characters

Object Code: _ _ _
3 characters

Contract Encumbrances Considered “Commodity-Based Encumbrances”

Under NewMMARS, the term “commodity” applies to **both** goods **and** services. Goods include, but are not limited to, any articles of trade, items, products, supplies, information technology resources, automated data processing and telecommunication hardware, software, and systems. Services include, but are not limited to, furnishing of time, labor, effort, specialized skills by a contractor, including operational, professional, consultation, maintenance and repair, and non-professional, and human and social services.

The contract “commodity-based” encumbrances include the CT, RPO, and PC:

- The CT should be used to encumber funds for contract services and construction contracts (formerly the CC, LO, SC and SM).
- The RPO (formerly the LO and SC in cases where it was recurring or ready payment) should be used to encumber funds for recurring and ready payments (required for all space leases (G01 object code), all TELP leases (L01-L13 object codes), and all operating and capital leases that have a length greater than 12 months (L21-L33 object codes).
- The PC should be used to encumber funds for contracts for goods (formerly referred to as commodities and formerly the PD, PG and SP).

Departments should refer to the Expenditure Classification Handbook for details on which encumbrances are available for selected object codes.

Conversion

Vendor specific, multi-fiscal year, CC, SC and LO encumbrance documents that exist in OldMMARS will be systematically converted to CT and RPO documents in NewMMARS. Master Service Agreements, both departmental and statewide, will be converted to the new Master Agreement (MA) document. Statewide Price Agreements (PA) with end dates greater than 6/30/2004 will also be converted to the new MA document. For MA documents, this conversion will occur in June. For SCs and LOs, the conversion will occur in mid June. For CCs, the conversion will occur in mid July. The conversions will be based on the following criteria:

Document Numbering

LO and SC documents will be converted by changing the first number after unit code in the document ID number to '5'. For example, MMARS LO document with department "AAB" will be converted from an 11 digit lease order number "25004500647" to LOAAB250055006470000. The NewMMARS number is a 20-digit field. Zeros will be added at the end of the converted number to make up the required 20-digit document identification number.

CC documents (capital construction contract encumbrance document) will also follow this numbering convention, but the first number after the unit code in the document ID number will not be changed to '5' to designate as fiscal year 2005. As has been the historical practice for capital construction contract encumbrances, they will maintain the existing document ID numbers.

For example, MMARS CC document with department "DCP" and capital construction 11-digit contract number 30003143100 will be converted with the same department and capital construction contract number. The NewMMARS document ID will be CCDCP300031431000000. Again, the NewMMARS number is a 20-digit field. Zeros will be added at the end of the converted number to make up the required 20-digit document identification number. The first number after the department unit code tells us the initial budget fiscal year that this encumbrance started.

Below is an example of what the converted numbers will look like in the Document Catalog:

CODE	DEPT	UNIT	ID (20 characters)
CT	AAB	2500	LO AAB 250055006470000

SC and LO Roll

- Recurring and Ready Payment SCs and LOs will be converted to RPO documents;
- SCs and LOs with a vendor code of MSAVENDOR or accounting lines that reference an MSA will be converted to RQS documents (Standard Requisition);
- Dates of Service, "To Date" on the Open Service Contract Line (OSCL) and Open Lease Order Header (OLOL) table must be greater than 6/30/2004 to be eligible for conversion;
- Only accounting lines that have an out-year obligation amount greater than zero are eligible for the conversion;
- Only accounting lines that have number of units field equal to zero are eligible for conversion;
- For SC's, the rate must be greater than zero to be eligible for conversion;
- SCs and LOs with a vendor of OPENORDER *will not* be converted;
- Existing multi-year contracted employee SCs will not be converted.

Since CT's and RPO's will be commodity-based documents, a commodity code is required. For conversion purposes, the commodity code field(s) on a converted document will be systematically populated based on the type of goods or services indicated by the object code.

CCs

Multi Fiscal Year CCs will be systematically rolled from Fiscal Year 2004 to Fiscal Year 2005. Information from the MMARS Open Construction Contract Line (OCCL) Table will be used to convert CC's to CT's in NewMMARS. **NOTE:** CCs that do not have valid out-year information in MMARS will not roll into NewMMARS. At the end of accounts payable, a second roll will occur to roll the unspent amount of a contract into a new Fiscal Year 2005 line. CC documents that have a vendor code of MSAVENDOR *will not* be rolled. Project data that resides on some existing CC documents will be converted to the Program and Phase fields in the Accounting Section, Detail Subsection on the CT.

CTs in capital accounts that do not reference a valid Program will reject when converted. Departments can enter valid Program data in the CTs and they will then process correctly. If departments are processing contract extensions in Fiscal Year 2004, they may wish to add the NewMMARS Program in the Project field at the same time to save themselves some time post conversion.

Master Service Agreements

Master Service Agreements (departmental and statewide) records on the MMARS MSER and MSVR Tables with end dates greater than 6/30/2004 will be converted to the new MA document.

To ensure a clean conversion, it is strongly recommended that departments refer to the Department Implementation Guidelines (DIGS) for information on any necessary encumbrance data cleansing activity that needs to occur prior to conversion. The link to the DIGS is

<http://www.osc.state.ma.us/newMMARS/DeptImpGuidelines.asp?tp=NewMMARS%20Liaison>.

Validation

The most critical activity for every department, after encumbrance and MA documents are converted to NewMMARS, is to verify and validate the information that is included in the NewMMARS Document Catalog.

Departments will be responsible for validating all the necessary information after the roll. During acceptance testing conversion activities, CTR, the conversion team, and others are working towards identifying the various reasons encumbrance documents could reject based on various roll/conversion criteria including system edit criteria such as insufficient funds in the appropriation, invalid appropriation account, and invalid Unit. Efforts are being made to correct these during pre-production conversion, where possible, to minimize the number of possible rejects in the final production conversion.

Even with the above pre-production conversion review, not all circumstances will be possible to identify, thus there may be instances where a CT or RPO rolls, but rolls unsuccessfully based on the system edits. When this occurs, the document will roll into a rejected status. Departments ***will*** be able to correct these rejects on-line.

NOTE: See Section 2, the Training and Help Available subsections, of this document for a listing of various resources that are available to assist departments with questions you may have.

In instances where a reject is driven by an insufficient appropriation and a department makes the business decision to reduce the encumbrance amount, it must keep in mind that formal amendments to the applicable contracts (all contract types) must be executed by both the contractor and the department authorized signatories. The amendment must be kept on file as supporting documentation for the encumbrance reduction decision. It is not acceptable to simply reduce the encumbrance without obtaining the supporting formally amended contract.

IMPORTANT: All corrected rejects, where the document amount total is greater than a department's delegation threshold, ***will not*** go to final status upon department action to correct the errors. Instead the document will go to PEND status and it will be electronically work flowed to the CTR Procurement Unit's work list for processing to a final status. In order for the CTR Procurement Unit to take action on these items,

departments need to submit marked up screen prints (pen and ink is fine) of rejected documents, with direction on what the necessary correction(s) are.

REMINDER: In instances where a reject is driven by an insufficient appropriation and a department makes the business decision to reduce the encumbrance amount, a copy of the formal contract amendment must be submitted with the marked up screen print. Corrections that are a reduction in the encumbrance amount will not be processed by CTR unless a copy of the formal contract amendment documentation is included.

Departments should make every effort to correct the rejects as soon as possible after the roll, but no later than two weeks before scheduled payment is due to the contractor. These timeframes should be adhered to in order to ensure complete processing of the encumbrance in time for the first payment selection. This also ensures timely payments in accordance with the Commonwealth Bill Paying Policy.

It is being planned, that some departments will be invited to work with CTR staff on validation activity. Further communication on this will be forthcoming.

Contracts and Leases

Tax-Exempt Lease Purchases (TELPs), Term Leases, and Rentals

The guidance and policy regarding Tax-Exempt Lease Purchasing (TELP) (Object Codes L01-L13), Term Leases, and Rentals (Object Codes L21-L33) are spelled out in the following available resources:

- Commonwealth of Massachusetts Procurement Policies and Procedures Handbook;
http://www.mass.gov/portal/index.jsp?pageID=agcc&agid=osd&agca=cp&agcc=cp_regs
- Expenditure Classification Handbook
<http://www.state.ma.us/osc/Homeview/OpenClose/ExpendDetail.html>
- NewMMARS Policy “Fixed Assets-Acquisition Policy”
- Operational Services Division (OSD) Tax-Exempt Lease Purchase Financing Handbook and
<http://www.comm-pass.com>

Encumbrance documents for TELPs and Leases must be supported by a contract. All recurring payments leases must be encumbered using the RPO document. Recurring payments must be utilized for all Space Leases (G01 object code), all TELP leases (L01-L13 object codes), and any capital or operating lease (L21-L33 object codes) that have a duration greater than 12 months in length and must be entered in MMARS under one of the applicable MMARS standard recurring payment schedules. NOTE: There are some instances where departments may have a need to negotiate a specific recurring payment for a specific contract/lease for use only by those specific departments. Please contact the Payee, Payments and Tax Reporting Unit for any additional recurring payment table requests. Contracts must reference established recurring table schedules. It is essential that you ensure your Department's TELP and Leases are recorded in MMARS in accordance with the procurement and fixed asset policies *as these documents are subject to audit*.

“OPENORDER” Event Type Encumbrances

The “OPENORDER” Vendor Code will no longer be used on encumbrances; instead, an accounting event type has been created to serve the same purpose. The event type is PR51 and the only encumbrance documents that allow this event type are the CT, GAE and PH. The event type PR51 is an accounting method and does not replace procurement requirements. With the exception of incidental payments, evidence of an appropriate procurement and executed contracts must exist in the department's procurement file to support payments that reference encumbrances with event type PR51. For CT documents (initial and modifications), the “Event Type PR51 (Openorder) Encumbrance Document Request for Approval Form” must be signed and dated by an authorized signatory of the department. Please refer to MMARS Policy – Contracts – Event Type PR51 (Openorder) for further guidance.

Workflow/Approval

Workflow is a means of electronically routing documents through NewMMARS to users, or groups of users, for review/approval before finalizing the document. Document routing is dependent on specific rules.

Workflow to CTR or OSD is being planned for the CT, RPO and PC documents for the instances where the document total is greater than a department's approved delegation threshold. These documents will workflow to a CTR Procurement Unit work list, and in the case of OSD, to an OSD work list. For documents awaiting approval to final status, CTR and OSD will retrieve documents from their applicable work lists triggered by the paper submission of the appropriate contract package. This is how business is conducted today.

Renewals of Contracts, Grants, and Interdepartmental Service Agreements

All renewals for contracts (including grants and ISAs) **MUST** be executed by authorized signatories of the department and the Contractor **PRIOR** to the expiration date listed in the contract or the contract will terminate by operation of law and cannot be amended. The [Standard Contract Amendment Form](#), [ISA Amendment Form](#), or other appropriate amendment form must be used to process the renewal. **Currently Contract and ISA forms are being updated. However, departments may continue to use the current forms until the new forms are issued.** Departments must attach all relevant documentation to support the amendment. See the Contract Amendments section of the [Standard Contract Form Instructions](#) for additional information. Contracts will not be retroactively revived if executed late.

See NewMMARS policy "Contracts – Amendments, Suspensions and Terminations".

If a Contract terminates prior to using the time left under a procurement, the department may still use any remaining time available with the following restrictions.

- (1) The lapse in time between the original Contract termination date and the execution of a new Standard Contract Form will be lost and must be reduced from the total available time left under the Contract procurement, and
- (2) Any newly signed Standard Contract Form will require copies of all the required documents filed with the original Standard Contract Form, plus any additional negotiated terms (as specified under "Required Standard Contract Form Contents" section of the [Standard Contract Form Instructions](#)).

Performance made during any lapse in time between the original Contract termination date and the execution of a new Standard Contract Form cannot be compensated under either the original or the new Contract. See NewMMARS Policy "Contracts – Amendments, Suspensions and Terminations" for additional guidance.

Contract and ISA Extensions with Zero Dollars and No Performance Authorized

Given the uncertainty of many accounts for FY2005, departments have the option of executing amendments to extend the dates of services of a contract or ISA with **no dollars and no performance** authorization in order to keep the contract or ISA paperwork in a suspended status until funding is determined. These extensions do not authorize either continued or new performance, no obligations may be incurred, and the department may not request or accept performance. However, when funding is determined, the buyer and seller can execute only an amendment to add dollars and performance rather than executing a new contract or ISA with all the standard backup documentation. Departments may decide to let contracts and ISAs lapse as of June 30, 2004 and execute new contracts and ISAs when funding is determined. Under no circumstances, in either situation, may performance be requested or accepted during any lapse or suspension of an ISA or contract. See State Finance Law Reminder above.

Interdepartmental Service Agreements (ISAs)

The policy chapter "Contracts-Interdepartmental Service Agreements" provides instructions and forms for ISAs and ISA amendments. It also discusses the 815 CMR 6.00 regulation, which provides the rules and procedures for conducting Interdepartmental Fiscal Business, including ISAs and Interdepartmental Chargebacks, which require a transfer of funds between two departments. Fiscal year opening for processing ISAs by appropriation type can start as outlined below.

- For Operating Funds, departments may start processing ISAs as soon as NewMMARS opens for processing. ISAs may be processed based on provisional numbers in House 1. Allotments will be made after the GAA is loaded.

- For Capital Funds, departments may start processing as soon as the Obligation Ceiling of the parent account has been established in the FY 05 budget tables. Spending for all capital accounts, including allocations, will be controlled by the capital budget structure.
- For Trust Funds, departments may process ISAs as soon as anticipated receipts have been submitted to CTR and are loaded on MMARS.
- For Federal Funds, departments may start processing as soon as the Obligation Ceiling of the parent account has been established in the FY 05 budget tables. Allocation Account Expenditure Ceilings will be updated as departments expend and cash is drawn consistent with the CMIA procedures.

Child Account Roll for FY2005

Beginning with the implementation of NewMMARS, **only** existing Child Accounts with a valid multi fiscal year ISA and a Parent Account that is valid for FY2005, will be rolled into FY2005 with a new eight-digit appropriation number that will be the same as the parent department's appropriation number and the child department's name. If departments determine that an account should have rolled but did not, they should contact CTR's Procurement Unit.

For new or single year ISAs that are being renewed, departments should submit the appropriate ISA or ISA renewal package to the CTR Procurement Unit for review and approval. Parent departments will be required to process BGCN or BGCS documents in NewMMARS. Via workflow, the documents will be forwarded to the CTR Procurement Unit worklist. Once this information is received and confirmed, CTR will process the appropriate FY2005 ISA MMARS document (typically a BGCN for non subsidiarized accounts or BGCS for subsidiarized accounts).

In NewMMARS, a Seller department will be assigned only one child account, even if the Seller performs multiple ISAs with the Buyer that are funded by the same Buyer (parent) account. The child account will appear as a line under the Buyer (parent's) account and will have the same account number. A Seller that negotiates multiple ISAs with the same Buyer and receives funding from the same Buyer parent account will be required to properly account for expenditures for each ISA separately in accordance with the terms and funding specifications for each ISA. Establishing departmental budgets for the child account/budget to separately identify and account for multiple ISA budgets is one mechanism available to departments to properly account for funding multiple ISAs from the same parent account.

Child Account Activity

Single Year ISAs

- **Maintenance Accounts** – Uncommitted and unexpended balances in allocation accounts will not be returned to the parent account, unless the parent has a Prior Appropriation Continued (PAC). With this one exception, all other unspent balances in maintenance allocation accounts will revert.
- **Capital and Trust Accounts** – CTR will return uncommitted and unexpended balances in allocation accounts to the parent account at the end of the fiscal year accounts payable period.
- **Federal Grant Accounts** – Uncommitted balances do not balance forward; therefore, no adjustment is required. In the unlikely event that an unexpended balance remains in the allocation account, the CTR will move the cash to the parent account and adjust any future cash draws accordingly.

Multi-Year ISAs

Most ISAs are approved annually on a state fiscal year basis. However, ISAs should have the duration that makes sense from a business perspective. Multi-year ISAs are encouraged if they best support the business process. Similar to other types of contracts, all ISAs are subject to appropriation and/or the availability of funding.

- **Maintenance Accounts** – Uncommitted and unexpended balances in allocation accounts will be reverted to the parent account at the end of the fiscal year, unless the parent has a PAC authorization. It is the

responsibility of the Buyer Department to determine how the PAC authorization should be distributed between the parent and child allocation accounts and to contact CTR's Accounting Bureau.

- **Capital and Trust Accounts** – Uncommitted and unexpended balances will balance forward. Buyer departments should factor in any balance forward in the child account when computing the BGCN document for the new fiscal year.
- **Federal Grant Accounts** – Uncommitted balances will not balance forward; therefore, a new BGCN document is required. In the unlikely event that an unexpended balance remains in the allocation account, the balance will be brought forward in the child account and will update both the unexpended and uncommitted balances. Therefore, the Buyer Department should factor in any balance forward in the child account when computing the BGCN document for the next fiscal year.

Interdepartmental Chargebacks – Internal Vendor Code

IE's may be processed starting July 1st or as soon as House 1 has been loaded.

Interdepartmental Chargebacks are fee-based charges for statutorily authorized commodities and services which are available to State Departments on an *ad hoc* request basis, a public fee basis, or statewide chargeback basis. Departments must have specific legislative authorization to conduct chargebacks.

Since the process for Interdepartmental Chargebacks is changing, all departments seeking to process chargebacks in FY2005 must apply for an **Internal Vendor Code**. The application must include the following:

1. Descriptive name of the authorized chargeback.
2. Legal citations AND the actual statutory or legislative language authorizing the chargeback. The language must be explicit. Inferred charges will not be authorized. Budgetary authorization must appear in both the House and Senate versions of the budget, or in the final GAA to support the application.
3. A breakdown of the specific charges or the methodology for calculating the charges to a department. The charges or methodology must be detailed and capable of being verified against the actual charges to chargeback departments. Chargeback departments may not charge more than what is authorized in statute or regulation, or, if no restriction is identified, no more than the actual costs for providing chargeback services.

Internal Vendor Code Applications must be submitted to the CTR Payee, Payments and Tax Reporting Unit for the chargeback(s). Seller Departments must be assigned Administrator NewMMARS Security to process chargebacks. Only departments that are authorized Seller departments will be granted security to enter IEs.

In order to be approved to being processing FY'2005 IEs prior to June 30th, the authorization for the chargeback must be statutorily authorized or must appear in both the House and Senate versions of the budget prior to final action by the Governor.

These chargebacks will be authorized to enter FY Opening IEs, as of July 1st, (or upon processing of the Chargeback paperwork), or as of the load of the budget tables in NewMMARS, whichever is later. New revenue source codes will be established exclusively for chargebacks. Seller departments will be required to record chargebacks using the assigned revenue source codes. Internal Vendor Codes may be used only for the approved chargebacks on file with CTR. Appropriate use of internal vendor codes will be strictly monitored by CTR and is subject to audit.

Chargeback departments are required to submit IEs to Buyer Departments PRIOR to providing chargeback goods or services based upon estimated costs. Buyer Departments will then be notified by email, phone or fax that they are required to retrieve IE SHELL and complete the accounting line information within 30 days. The same process will repeat for the Internal Payment process. Additional guidance will be issued directly to chargeback Seller departments and Buyer departments.

Section 8

Accounts Payable

Introduction

This section highlights the management of expenditures through the FY Opening process. State Finance Law requires that annual appropriations may be expended only for expenses for the same fiscal year. (See [M.G.L. c.29, §12.](#)) This means goods and services to be paid from current fiscal year appropriations must be received and accepted within that same fiscal year (July 1-June 30) (see [M.G.L. c. 4, §7.](#)) Improvements and features you should utilize in your daily business are emphasized. You will find detailed information and procedures regarding the annual closing and opening of emergency advance accounts. This section also highlights information on Vendor Management and Tax reporting responsibilities.

Conversion

Conversion to NewMMARS is significant for the Vendor and Customer tables. For the Opening of FY05 in NewMMARS, these two tables will be combined and known as the VCUST Table. The conversion of the vendor table from OldMMARS will occur and be available in NewMMARS and the Commonwealth Information Warehouse (CIW) at Go Live, in May. Vendors that do not have a W-9 and/or Terms and Conditions on file and have not been referenced since June 30, 2002 will not be converted to VCUST. There will be a second, final, conversion scheduled for vendor records entered or updated in OldMMARS following the initial conversion through June 22, 2004.

At the commencing of the second conversion, PSS will be closed in OldMMARS. Any necessary address or EFT modifications for vendors paid in accounts payable must be done in both OldMMARS and NewMMARS once PSS is closed through the accounts payable period.

The Customer table will be converted to VCUST on or about June 26, 2004. Customers who are also vendors will be joined as one VCUST record. The VCUST records are global in NewMMARS; customers will no longer be owned by specific departments. Redundant and inactive customer records will not be converted from OldMMARS.

The vendor and customer codes of OldMMARS will not exist in NewMMARS. A system generated 12-digit VC code will be assigned for each unique TIN at the time of conversion. Address records are defined by address type (i.e., procurement, payment, billing). Address codes are assigned for unique addresses associated with a VC code. For those vendors and customers with multiple vendor and/or customer codes in OldMMARS, conversion will evaluate and add unique occurrences of addresses as address codes within the VC code to the VCUST record. VC codes can only maintain one EFT designation. Vendor and customer contact information is required for VCUST entries. OldMMARS contains limited contact information. Conversion will establish one contact code for each VCUST entry. In most cases, the entry will be “none provided”.

There will be no conversion of any expenditure documents. All FY04 accounts payable activity will be processed in full in OldMMARS.

Tax reporting for all tax year 2004 reportable payments from OldMMARS and NewMMARS will be combined. Vendors should expect one tax form (i.e., 1099Misc, 1099INT) for the full 2004 tax year as usual.

Validation

The conversion of the Vendor and Customer tables has been tested and validated extensively during NewMMARS testing. That said, the size of each file precludes 100% validation. One of your first tasks in NewMMARS should be familiarizing yourself with the VCUST table, its structure, information now available, and opportunities for including additional information.

CIW will maintain a crosswalk of OldMMARS vendor codes and customer codes to NewMMARS VC codes and their assigned address codes. A thorough review of key vendors and customers should be planned after NewMMARS goes live.

Communication with Vendors and Customers

Vendors and customers will have VC, address and contact codes established in NewMMARS for FY05 forward. A crosswalk from OldMMARS vendor and customer codes to NewMMARS VC and address codes will be available in the Commonwealth Information Warehouse (CIW). Contact codes are a new feature for NewMMARS.

Departments are encouraged to provide their active vendors and customers with VC and address code information. Additionally, when vendors log into VendorWeb they can enter using their TIN and the corresponding VC code will be displayed for their information and future access.

Contracting or re-contracting should be an opportunity for departments to gather and enter or update contact information on VCUST. When establishing new vendors or updating existing vendors, contact information should be updated as well.

Vendor And Customer Administration

Employees and contracted employees will be paid through HR/CMS for all payroll and employment related expenses. There will be no NewMMARS encumbrances for any HR/CMS payments. Therefore, VCUST records for employees and contracted employees should not be established. Departments are required to obtain a completed Form MA-W9 "Request for Taxpayer Identification Number and Certification", or a W-8 (foreign vendors) in order to register a vendor or customer and whenever there is a change to the vendor's legal name, legal address or federal Tax Identification Number (TIN). Exceptions may be made for customers upon request.

EFT – Bank Routing Number Interface

The use of Electronic Funds Transfer (EFT) is the expected payment method for all vendors. This provides cost savings to both the Commonwealth and the vendors for banking fees. Remittance information from VendorWeb is the communications tool that works! NewMMARS utilizes the banking ACH software currently used by PSS. This provides the department user with the bank name that corresponds to the bank routing number, allowing visual confirmation of data entered.

Remittance Advice Information for Checks and Electronic Fund Transfers (EFT)

EFT is the primary form of payment for all vendors. The EFT Authorization Form is available for registration at www.mass.gov/osc/Accountg/Comptroller_forms/Comptroller_forms.html. The remittance advice information that appears with a check is also sent with the EFT. Many banks provide a hard copy of the "electronic remittance advice", if requested by the vendor. Departments may want to recommend that a vendor inquire as to the availability of this information from the bank. As an alternative, payment information is available on VendorWeb <http://mass.gov/massfinance>, which is accessible from CTR's Home Page and provides the same remittance information provided to the vendor's bank. The information provided from NewMMARS is in the form of Vendor Invoice Number (formerly Payment Reference Number), Related Data and Text and appears in that order on the remittance advice.

The Vendor Invoice Number is the primary communication field on the remittance advice (both electronic and paper). In NewMMARS, this number has been expanded to 30 characters and must be unique for each payment made to a vendor/customer. As part of a department's opening activities, it is encouraged that a department review its procedures for establishing Vendor Invoice numbers. Where possible, vendors should be consulted prior to a change in the basic data or format of the vendor invoice number.

Postal Software Interface

NewMMARS will continue to use the Postal software currently installed with PSS. This software supplies edits for incorrect entries or questionable addresses (i.e., incorrect zip codes and street numbers). It also provides correct postal formatting. All VCUST entries will be edited when submitted. The State Treasury always revalidates address data at the time of disbursement to allow for the most cost-effective mailing costs.

Payment Remittance Information

Two standard lines of vendor invoice related data appear on the remittance advice or EFT file. Line 1 includes the Vendor Invoice Number (formerly known as Payment Reference Number), the Document ID of the payment request, and the department telephone number, which is disbursement contact information taken from unit table

or, if not established there, from the department table, and amount. Line 2 includes the department location and department Name, taken from Unit or Department Table as appropriate. This data appears on both EFT and checks.

Also, payment text will be part of the remittance information when entered on the payment request document. The first 250 characters entered in the check description field will display below the 2 standard lines of remittance information. If your department requires a standard message for many payments, there is a statewide Special Instruction table where a code and message up to 300 characters long can be established. The Special Instruction code should be entered on each payment request document. The remittance will display this message at the top of each remittance printed or as addenda to the CTX (EFT) record.

Interim Budgets

CTR and ANF will submit an Interim Budget request in the event that the GAA is not passed by the Legislature and signed by the Governor by July 1st. This will provide funding for the continuation of essential services across the Commonwealth. While no new programs or projects are supported as part of the interim budget, all routine business to carry out department missions is included (i.e., payrolls, client benefits, leases, goods and services).

Once you are notified that the Interim Budget is signed, departments should proceed with routine business, including paying bills in 30 days. Departments are responsible to expend only funds from accounts that are in both the House and Senate Budgets. If there is a question about whether an account will be funded, the CFO should confer with ANF.

Prompt Payment Discounts

Departments have an obligation to pursue prompt payment discounts as a cost savings strategy. NewMMARS gives departments the ability to enter discount pricing percentages that will automatically calculate discounted payment amounts. Vendor discount information can be entered at three levels:

- At the vendor level, entered on the VCUST table, which will result in an "across the board" discount;
- At the encumbrance level:
 - Statewide contract discount terms will be managed by OSD
 - Departments will be able to enter terms negotiated from a specific contract
- At the payment level - if noted on a vendor's invoice, it should be entered on the individual payment (PRC).

A discount precedence applies when discount information is entered in more than one level. A discount at the *vendor level* applies if no other discount is indicated. A discount at the *encumbrance level* supercedes a vendor level discount, and a discount at the *payment request* (PRC or GAX) *level* supercedes any other discount information.

Advances

No requests for advances will be approved for FY Opening until all FY Closing advances are properly accounted for. There may be a few departments that will have FY opening requests for July 2nd payroll checks pending before the return of the FY closing advance. In those cases, the request for the FY opening advance must be accompanied by the CFO's verification that a Dynacash deduction is pending for a July 2nd credit.

VendorWeb

Vendors can see their scheduled payments and payment history by logging on VendorWeb. On-line you find the tentative scheduled payment date or the actual payment date, payment number, vendor invoice number, contract number, line amount, any associated text information and the department making the payment. VendorWeb is located at <http://massfinance.state.ma.us>.

The VendorWeb application was created to help the Commonwealth's vendors get their payment information free and easily. Vendors access VendorWeb with their Commonwealth VC code or TIN. Vendors can view or download information for payments made and payments scheduled in old and new MMARS to be paid.

Payment information can be generated using date ranges and can be sorted by a selected department or by payment from all departments.

Checks Paid

A feature and significant improvement in NewMMARS is the nightly update of checks paid information for vendor payments from Sovereign Bank. Before a request is made to stop a payment, the department must confirm that the payment is listed as outstanding.

Tax Reporting Clearinghouse

The Payee and Tax Clearinghouse Unit is the official Commonwealth Clearinghouse for all matters related to Federal Income Tax reporting to the IRS and State Income Tax reporting to the Department of Revenue (DOR). This involves the filing as an employer and upkeep of the Internal Revenue's rules and regulations for compliance.

The unit provides technical guidance to departments regarding their responsibilities pertaining to issuing and filing tax reporting information which is not captured at the detail level in MMARS and/or statewide automated payroll systems (HR/CMS and e*mpac).

Unpaid Checks

In tax year 2003, several Form 1099 Corrections were issued because vendors did not receive the monies in the year MMARS had recorded the payment issued. In each case, the department internally held a check that it had requested Treasury to pull. Departments should not hold live checks longer than one day. If the request was with the objective to put them back into the accounting system, this should be accomplished by means of a vendor specific ER or CB transaction. Departments must avoid situations that would allow checks issued in one tax year to be held until the next tax year. Checks must be deposited to avoid erroneous tax reportable payments appearing in the Forms 1099's issued to vendors.

Section 9

Payroll Management

FY05 Payroll Processing

For budgeted funds, intergovernmental and federal grant accounts, provisional obligation ceilings will be loaded in NewMMARS in May. Employee payroll will be processed and payments will be issued as long as there is an approved interim budget. Special processing is not required if your FY04 payroll appropriation was part of the House 1 load. ANF and CTR will work with departments to address any situation where timely extension of expiring accounts does not occur and the FY 04 payroll account does not exist in NewMMARS.

After the FY05 General Appropriation Act (GAA) has been loaded, departments must reconcile the accounting discrepancies resulting from the fiscal year transition period. CTR, HRD, ITD and ANF staff will be available to assist departments on account structuring, position scheduling, and other changes after it is signed by the Governor.

Reminder: Historically, HR/CMS assigned payroll charges during the split week based on the time posted in HR/CMS as well as rules that defined how additional pay should be allocated. The HR/CMS/LCM/PCRS team is determining the most efficient and less risky approach to handling payroll expenses during the pay period that spans two fiscal years. Current thinking is that we use a prorating methodology and earning code configuration in HR/CMS in determining the fiscal year split. Earnings codes that are currently configured to post to current fiscal year will post to FY05 (for example, retro codes). However, most codes are configured to split by the date associated with the earnings. Since we will not be sending detail dates, we will prorate all the earnings based on the number of workdays in the period. Departments should review their budget and projected payroll expenses to assure adequate funding based on prorating all remaining earning codes based on assigning 30% of charges to FY04 and 70% of charges to FY05. Detailed information on the final approach for handling split period allocation of dollars will be communicated to all users.

Labor Cost Management (LCM)

Effective July 1, 2004, the use of PCRS for labor cost distribution will be replaced by the new Labor Cost Management (LCM) system, a web-based application integrated with the new accounting system. This section details the activities and changes involved in opening the new fiscal year.

After the last full payroll run of FY04 (pay period ending June 26), all employee and position data will be converted from PCRS to LCM. Employees paid from capital and federal allocation accounts will be converted to the same eight-digit number as the parent appropriation in NewMMARS, but departments can enter exceptions (EPPA) during split week in LCM. Since the new system provides more robust functionality than PCRS and requires coding of program data for all capital and federal grant funded employees, departments should review the converted data and update their employees' LCM Accounting Defaults (LCM DEPTE) to reflect any accounting changes appropriate for FY05. During the split year and accounts payable periods, employee labor costs will be processed through PCRS for FY04 charges and LCM for FY05 expenditures. *You cannot make labor exceptions in PCRS during split week.*

Conversion

Data Conversion for Regular State Employees

The conversion to LCM will merge data from both HR/CMS and PCRS. Individual labor defaults will be created for employees that currently have PCRS distributed categories such as organizational allocations different from that assigned to the position, program assignments, activities cost categories, etc. These employees will be set up with an individual labor default (DEPTE) in LCM. Employees whose PCRS data reflects the data in HR/CMS, defaults will be based on the distribution specified for their position (PMTL).

Defaults Roll

Each active HR/CMS employee (including contract employees) will be converted to LCM. HR/CMS statutory accounting data will be converted to a PMTL document in LCM. This will be the distribution default if no

individual labor default has been entered in LCM. Wherever possible, PCRS Accounting Data will be converted to LCM DEPTE documents:

- If the worker has a PCRS “ALL” distribution that is not a split percent (i.e., Distribution = 100.00, EARN CDE = ALL), accounting distribution will be converted to a DEPTE document header.
- If the worker has earnings code distributions that are not a split percent, those accounting distributions will be converted to DEPTE document lines (one for each earnings code).
- Unfortunately, records with split percent distributions CANNOT be converted to LCM. For these employees, the HR/CMS statutory accounting will be used as the LCM DEPTE header accounting.
- Departments will need to create Labor Distribution Profiles and update the employee’s LCM default when LCM opens in July. Adjustment documents can be processed if all data has not been entered before the split week payroll is run. A report will be distributed to departments whose split percentage defaults cannot be converted.

Conversion Considerations

- All HR/CMS Home Units and Appropriations must be valid on the NewMMARS FY 2005 Chart of Accounts for distribution defaults to be successfully converted.
- All PCRS distribution values (Organization, Appropriation, etc.) must be valid for FY05 for LCM DEPTE documents to be successfully created.
- Departments that wish to convert data from the PCRS Department Defined fields to LCM defaults need to notify their NewMMARS Advocate by April 30th. There must be a one to one match between PCRS field and LCM data elements. Each PCRS code must map to one and only one value in LCM. Several codes to PCRS can map to one code in LCM.

Rules

The implementation of LCM will allow departments to request rules and the LCM document will be workflowed to CTR for approval. No rules will be converted from PCRS to LCM. Below is a crosswalk of LCM and PCRS rules, as well as tentative dates for when processing could begin.

LCM Rule	PCRS Equivalent	Tentative Availability
Position Authorized Accounting	Position Assigned 3 and 4 (menu option 7 and 8)	6/1/04
Payroll COA Required Elements	Non-statutory Requirement (menu 22)	6/1/04
Position Authorized Accounting	Position Assigned 1 (menu option 5)	7/1/04

The documentation needed before approving rules will not change. Departments must submit supporting documentation to CTR before a rule can be approved. Departments requiring any of the rules below should contact CTR’s Payroll Unit.

LCM Rule	PCRS Equivalent
Position Alternate Account	Alternate Account Rule (menu option 1)
Payroll Funds Availability Control	Account Specific Settings (menu option 2)

HR/CMS Home Unit

Unit is a NewMMARS chart of account (COA) element that is replacing organization (org) in MMARS. In HR/CMS, the position assigned unit is often synonymous with what is referred to as payorg. Payorg generally, within HR/CMS, is defined as a collector that is related to centralized or decentralized processing requirements and often does not reflect the department’s detailed organizational structure.

LCM application functionality (profiles, security, labor defaults, etc.) is keyed to the employee’s actual unit (ex. accounting office, training unit, etc.). To allow departments more flexibility and to support LCM, it was necessary to provide the actual unit rather than the payorg. Since the official record for state employee data is

HR/CMS and no personnel data will be entered directly to LCM, it was modified to include a field "Home Unit" on the PS_JOB record. This allows departments to designate a unit other than the position assigned unit in HR.

The new Home Unit field will be implemented in HR/CMS at the end of May. At that time, data will be converted to populate the initial value for all employees. Home unit will be a required field on the PS_JOB record and will be defaulted to the payorg. Departments can update the value to record a more meaningful unit code.

Validation

The NewMMARS/LCM team will validate the Home Unit conversion. Departments will be notified when it is complete and should review the data. For a more thorough validation of the Home Unit conversion, the department could compare the Pay Organization and Home Unit fields in the PS_JOB table and the Organization field in the SW_PCRS_Work_Sched_Except table.

Determination Of Employee Work Status (IRS Form SS-8)

When a department plans to contract with an individual, the department must perform the IRS SS-8 test on the anticipated scope of performance for the contract. If the scope of performance determined that this is an employee/employer relationship, the department may hire an individual as a contract employee through its regular recruitment process for other employees. The vehicle used for payment must be either HR/CMS or e*mpac. **For contract employees, the Commonwealth Terms and Conditions and the Standard Contract Form must be executed.** See Comptroller Payroll Policies for additional information regarding the SS-8 test and payment of contract employees. See also "Contractor Payroll" section below.

If the IRS SS-8 test indicates an "independent contractor" relationship, the department must complete an RFR procurement under the **applicable procurement requirements governing department service contracts (e.g., 801 CMR 21.00, M.G.L. c. 7, s. 22 and the Procurement Policies and Procedures Handbook for Executive Departments)**. Independent contractors are compensated through a Payment Request for Commodity (PRC).

Further guidance on this subject can be found in the [Commonwealth Policies and Procurement Handbook](#).

Note: Departments that hire interns, etc. in May and June to do work before the end of FY2004 will still require an encumbrance in MMARS and contract panel HR/CMS for FY04 services.

Contractor Payroll

All contract employees will be consolidated into the CC object class (subsidiary) and will be paid through HR/CMS and e*mpac. Contract employees may not be consultants. [M.G.L. c. 29, § 29A](#) applies only to "non-employees" and therefore does not apply to contract employees. The Expenditure Classification Handbook has been revised to support the new business process.

Departments will no longer encumber funds for contract employees. The contract requirement for having a Commonwealth Terms & Conditions and a valid Standard Contract Form executed by the department and the contract employee remain unchanged. For FY2005 performance, a Standard Contract Form must be executed or renewed no later than June 30, 2004.

Contract employee pay will be subject to the same funds availability controls that are currently applied to regular employee payroll. Funds availability for regular employees will be addressed prior to contract employee processing. Regular employee payroll will not be held if funds are insufficient to pay contractors. LCM Labor History and CIW reports can be used to track contract employees' payroll expenses.

All contract employees (CNs, SBs, and SPs) with an active contract in MMARS will be converted to CNs. When the conversion is complete, there will no longer be a MMARS contract panel in HR/Contract employee labor will be distributed the same way as regular employees. As with regular employees, the HR/CMS position accounting line (Department, Unit, and Appropriation) will be the LCM default. Departments may change or add additional data through an employee default, pay period exception, or labor adjustment in LCM.

Employee Reimbursement

Currently, employee/contractor reimbursements are paid through MMARS. Effective for FY05, reimbursements for regular and contractor employees will be paid through HR/CMS. This is being done for several reasons:

- To protect employee home addresses which would be public information if maintained in NewMMARS (there is no EMPL table).
- To provide notice to employees of when funds are deposited – this will appear on the pay advice

The Expenditure Classification Handbook has been revised to support the new business process. HRCMS/LCM will be updated with new earnings codes and time reporting codes to enable departments to process employee/contractor reimbursements within the HR/CMS weekly elapsed time panel.

Employee reimbursements will be summarized and included with other pay during the funds availability process. Funds availability reports have been modified to assist the Payroll Directors and the CTR Payroll Unit to determine the cause for insufficient funding. Departments can either address the situation to fund the account or postponing the reimbursement until the next pay period. Checks will be held if employee/contractor payroll checks are insufficiently funded for either payroll or reimbursement. If it is determined that paychecks are being held for insufficient employee reimbursement funding only, the Payroll Unit will have the option of releasing checks.

Reimbursements will not be processed in HR\CMS during the split year pay period. It will be implemented after the first payroll run and processed for the first time with the 7/27/2004 payroll run. DYNACASH may be used if an FY05 reimbursement cannot wait until July 27. The Office of the Comptroller will work with departments to assure that sufficient balances are available within their DYNACASH accounts to cover employee reimbursements during this transition. All FY04 employee reimbursements should be paid via OldMMARS.

Payroll Certification

All expenditures, including payroll, of the Commonwealth must be authorized in accordance with [M.G.L. c. 29, § 20](#), [M.G.L. c. 29, § 31](#), and [M.G.L. c. 7A § 3](#). Expenditures for payroll are no different than expenditures for goods and services when it comes to the approval process. Expenditures under HR/CMS are paid in arrears based on a centralized time and attendance system which must be certified by an authorized department head signatory as follows:

“This payroll has been processed in accordance with the Commonwealth’s Payroll Expenditure Policy, State Finance Law and this department’s Internal Control Plan. The amount listed has been certified to the Comptroller through the payroll system for payment. This certifies that time and attendance for each employee is on file in this department and has been approved by the appropriate manager to support amounts paid. This approval and supporting details will remain on file in this department for three years for review by the Office of the Comptroller or other auditing entity.”

The Office of the Comptroller will be following up with departments to ensure that certifications are on file. As part of the FY2004 Single Audit, these certifications will again be reviewed.

Payroll Refunds

With the implementation of HR/CMS/LCM, the handling of partial payroll refunds and full check cancellations (reversals) will change for FY05. Departments should deposit cash immediately to their sweep accounts and prepare a Payroll Refund Receipt Voucher (PRRV). The PRRV should be processed through the appropriate offices to confirm impact on retirement, etc. Starting with FY05, departments no longer need to enter adjusting entry, formerly known as “XE” in LCM. However, for FY04 prior year refunds, an XC in PCRS is still required. As usual, CTR will process the adjustment in HR/CMS when complete signed documents have been routed through the appropriate oversight agencies. More details will be forthcoming.

Payroll Key Dates

5/21/04	HR/CMS Home Unit conversion
6/1/04	Departments request Account Specific Rules and Alternate Accounts. HR/CMS Appropriation clean-up begins
6/1/04	Departments begin entering Position Assigned Rules (with the exception of Position

	Assigned 1) and Labor Distribution Profiles
6/25/04	Last day to enter HR/CMS and PCRS data for the last full FY04 Payroll (July 2 nd paychecks)
6/28/04	LCM employee and Contractor default conversion. Departments enter Position Assigned Rule 1. Departments begin entering DEPTes
7/1/04	HR/CMS and LCM available to departments. Position Assigned Rules 1 and Labor Distribution Profiles.
7/9/04	Last day to enter HR/CMS and LCM data for split year payroll (July 16 th paychecks)

Section 10

Accounts Receivable

Introduction

Departments are responsible for making diligent efforts to collect legislatively authorized, aged earned revenue/accounts receivables owed the Commonwealth. These efforts include, but are not limited to, the following debt collection cycle: initial billing, dunning, intercept, and debt collection. If all efforts are made and collection is not possible, a department can submit the debt to the Office of the Comptroller (CTR) for write off.

Billing Set-up Requirements

The billing cycle notifies the debtor of a receivable that is owed to the Commonwealth. If the debtor does not pay by the due date of the original invoice, three additional dunning notices and a collection letter will be generated on a designated collection schedule. The system wide designated collection schedule will be established on System Options Table (SOPT). Departments can request to modify the designated collection schedule with CTR. If override is permitted, some of these options and controls can be overridden on the Billing Profile table. In addition, if the Billing Profile Table allows for override, controls and options related to finance charges can be overridden on the Revenue Source (RSRC) table.

Earned Revenue/ Accounts Receivable Recognition

All earned revenue/accounts receivable activity must be recorded in NewMMARS using Receivable Event (RE) transactions. Earned revenue/accounts receivable is defined as the full, measurable value of the services or goods provided by a department. The transaction must be completed and legally enforceable to the extent that payment is the only unconsummated act. Departments are required to utilize MMARS or their approved delegated billing and accounts receivable systems to record all earned revenue/accounts receivable activity at the detailed transaction level. Departments must obtain CTR approval to record these detailed transactions in their delegated billing and accounts receivable systems. Departments that have approved delegated billing and accounts receivable systems are required to utilize MMARS to maintain one Summary Receivable Event (RE) that accurately represents the net value of the earned revenue/accounts receivable. By the close of each accounting period, each department is required to adjust the summary receivable amount.

Receivable Recognition and Adjustments transaction are

- Original earned revenue/accounts receivable activity, Receivable Event (RE) transactions
- Cash collections, which reduce the RE, a Cash Receipt (CR) transaction
- Increase of earned revenue/accounts receivable activity, Receivable Event (RE) transaction
- Decrease of earned revenue/accounts receivable activity, Receivable Event (RE) transaction
- Uncollectible amounts, Write Off (WO) transaction
- Non-sufficient funds, a CR transaction. In addition, a NSF charge can be added to the total amount of the reinstated receivable. The dollar value of the non-sufficient funds charge is the amount entered on the System Options Table (SOPT).

Late Charges and Finance Charges

Departments that have regulations that allow them to charge for late fees and/or interest will be allowed to include them as part of the receivable amount. Enhanced functionality allows for simple and compounded interest to be charged based on the receivable principle line's Revenue Source Code. If a department selects to use either late fees, interest or both, the invoice dunning language must mention the possibility of late fees and interest charges being added to the outstanding amount if not paid by the due date. System wide late fees can be established on SOPT. Departments can establish interest and late fees by Revenue Source Code different from the statewide rate by notifying CTR and requesting entries on the Billing Profile Table (BPRO) Finance Charge Setup Table (FNCHG) and the Revenue Source Table (RSRC).

Earned Revenue/Accounts Receivable Tolerances

Departments are authorized to accept, as payment in full, amounts greater or less than the original RE amount based on tolerances established by CTR. Payments received that are within the tolerance level will close the RE. The over/under tolerance payment is located on DTOL with tolerance of either 1% or \$5.00.

Write Offs

A write off (WO) is a transaction approved and performed by CTR that removes uncollectible receivables from the Commonwealth's financial records. Departments must send a formal letter explaining the nature of the write off request and describe all intercept and debt collection activity pursued to collect this debt. Once a write off request has been received by CTR, it will be reviewed and if approved it will be processed. The WO can be processed in two manners: the first will be manually entered by CTR using the WO or it will be flagged by CTR on the Potentially Uncollectible Table (PUNR) for automatic WO generation. In addition, departments may also request partial write off of a receivable by specifying the line of the RE and dollar amount.

Cash Recognition

A department must deposit all cash receipts in a bank account designated by the Office of the State Treasurer (TRE) daily.

All deposits made on July 1st, 2004 will be swept and TRE will create 2 Cash Deposit (CD) files that will include activity for accounting fiscal year (AFY) 2004 and AFY 2005. This entire file will post in NewMMARS. For FY04 deposits made prior to 12:00 pm on July 1st, 2004 a Cash Transfer (CT) document must be processed in OldMMARS. For FY05 deposits made after 12:00 pm on July 1st, 2004 a Cash Receipt (CR) document must be processed in NewMMARS. If you have any discrepancies please contact the General Accounting Bureau at the Office of the Comptroller.

Cash Management/Central Remit (CMCR) Bank Cash Transfer Files

Deposits received by the CMCR lockbox through 11:59PM on Wednesday, June 30, 2004 will be considered AFY 2004 activity and will be automatically processed in OldMMARS. Deposits received by the CMCR lockbox after 11:59PM on Wednesday June 30, 2004 will be considered AFY 2005 activity and will be automatically processed in NewMMARS.

The CMCR lockbox will provide separate cash transfer files to segregate the AFY 2004 and AFY 2005 deposits. The Revenue Bureau will follow existing Cross Fiscal Year Opening and Closing procedures to ensure the CD's are posted to the correct fiscal year. The reconciliation process and manual cash movement will be followed on subsequent days until the proper matching of CDs and CTs in AFY 2004 and AFY 2005 has been achieved. The Revenue Allocation Table (RALL) will not be converted to NewMMARS.

Revenue Refund

When a customer makes a payment greater than the debt, either a refund or a customer credit posting is appropriate. A revenue refund (RF) can only be processed if the amount paid, the source of the revenue, and the reason for the refund is substantiated. An RF must be issued within forty-five days of the receipt of overpayment or notification from the customer. An RF can only be made for an amount equal to or greater than \$5.00, unless mandated by statute.

Customer Credit Posting

Customer credit postings can be applied to a customer account if there is an ongoing relationship with a customer. The overpayment amount will be automatically applied to the customer's Receivable Event (RE) by processing an overpayment Cash Receipt (CR) transaction.

Debt Collection

Collection agreement records are established in NewMMARS on the Collection Agency Agreement (COLLA) table. After departments manually enter or interface Receivable Event (RE) documents, REs aged past a pre-defined number of days after the due date are loaded to the Collection Agency Referral (COLLR) table. When the department sees that a receivable has become eligible for debt collection on COLLR, it can change the collection status field from "not applicable" to "approved for collection". A Referral to Collection Agency (CL) document is then automatically created. As the RE is still open, aging and finance charges may continue to

accrue. After the CL documents are processed by the system, departments can query the Commonwealth Information Warehouse to generate and send reports containing these CL documents to the Collection Agencies. The Collection Agency must be listed on the Master Service Agreement Table and a signed Standard Contract between them and the Collection Agency must be on file with CTR's Revenue Bureau.

Intercept

Beginning in fiscal year 2003, CTR received authorization (under Chapter 184 section 196) to include accounts receivables from state authorities and cities and towns known as External Entities. During the same year, CTR was also allowed (under Chapter 184 Section 18 that amended section 8), to charge a \$15.00 fee for every intercept if the payment amount was sufficient to offset the Comptroller fee and could cover a portion or the whole amount of the outstanding debt. Departments that use the Commonwealth's billing and accounts receivable system will have their debts load automatically to the intercept process after a minimum of 120 days and the final notice has been printed. Departments/External Entities that have their own delegated accounts receivable systems and have met the dunning and age requirements of the debt, can submit a debt file to the intercept program via the CTR web application or through an interface, pending CTR approval. Departments/External Entities that submit debt files through the CTR web application are responsible for monitoring their intercepts through the web application and updating their debt files as needed.

After an intercept has taken place, departments using the Commonwealth's billing and accounts receivable system will have the intercepted funds applied automatically against their accounts receivables using the IT transaction. External Entities not using the Commonwealth's billing and accounts receivable system will receive their intercepted funds via a GAIP (General Accounting Intercept Payment) transaction. Should a department intercept a debtor in error and/or wishes to refund the money, the department must notify CTR's Revenue Bureau.

Renewals

To generate renewals, departments will be required to interface a file with the all information needed to create the renewal. The major data element will be the External Cash Receipt Table (ECRT) code. The ECRT code will replace the renewal type code in MMARS. The ECRT code will categorize the renewal type as well as contain the accounting distribution required for the automatic creation of the CR. Each department's license renewal types reside in the External Cash Receipt Table (ECRT). Each record will be printed in the form of a License Renewal notice (coupon), which is mailed to the consumer. When the consumer submits payment with the coupon, a lockbox processor scans the coupon, and the payment is deposited to a Treasury (TRE) sweep account. A Cash Receipt (CR) is also created that transfers the funds from the sweep account to the department revenue budget.

Third Party Billing

MMARS functionality allows the billing of multiple vendor/customers who are jointly and severally liable for one debt to the Commonwealth. This is called Third Party Billing. MMARS bills these third party entities under a single Receivable Event (RE) transaction. The specific payer (vendor/customer) of the joint and severable debt can be referenced for reporting purposes. This functionality is used for items such as waste site clean-up, damage to public property, or annual compliance fees. A valid vendor/customer code must be created to represent the third party billing entity (i.e., waste site clean up). In addition, vendor/customer records for the individual joint and severable responsible parties must be created. All third party customer records must have valid billing addresses. The Billing Profile code on the Customer Account Options Table (CACT) for a third party bill must be set to "Invoice." In order to liquidate the RE document, the Cash Receipt (CR) document must reference the vendor/customer account that represents the site/entity and/or the RE document.

Payment Plan Billing

When appropriate, departments may create payment plans for customers who wish to pay the balance of a receivable but cannot pay the full outstanding amount at the time it is due. NewMMARS supports the ability to set up payment plans for customers to pay bills over an extended period of time. During this period, the system will suspend interest, intercept and collection activities and track customer payments against the plan.

Revenue Budget Conversion

The current Revenue Budget structure will be different under NewMMARS. It will consist of both a central revenue and a department revenue structure. There will be an automated conversion of the current revenue budget (REVB) to the NewMMARS central revenue structure. CTR will validate the data.

The NewMMARS central structure will summarize at three levels:

1. Year, Fund, Sub Fund
2. Year, Fund, Sub Fund, Dept
3. Year, Fund, Sub Fund, Dept, Revenue Source

If a department wants to report revenue to a specific department revenue structure, the department will have to manually create the structure. The department revenue structure will summarize to one level: Year, Fund, Sub Fund, Dept, Revenue Source and Unit. Please see the procedures for the (BGDR) document for NewMMARS.

RE Conversion

Between July 1st, 2004 and July 10th, 2004 activity associated with FY04 receivable activity must be processed into accounting period 12 04 in MMARS. On July 10th, 2004, the prior year open receivable balances will be converted into NewMMARS. All MMARS RE's with an outstanding balance not equal to zero on the Open Receivable Header (OREH) will be converted to NewMMARS. The Open Receivable Header (OREH) and Open Receivable Line (OREL) balances will be established as NewMMARS Receivable (RE) Documents.

NewMMARS Receivable (RE) Documents will be established with the original receivable date and the accounting line number in accounting fiscal year 2004, budget fiscal year 2004, accounting period 14.

NewMMARS Receivable (RE) Documents require a 20-character document identification number. The converted NewMMARS Receivable (RE) Documents will be numbered as follows:

CURRENT MMARS

RE-BSC-4100-W060001

NEWMMARS

RE-BSC-4100W0600010000000000

The required chart of accounts elements (COA) will be converted to NewMMARS based on the information recorded on the MMARS open receivable line (OREL) table.

For each NewMMARS converted RE document, an associated Journal Voucher (JVA) document will be created to reverse the accounting impact associated with the converted RE document. These JVAs will also be converted into accounting period 14, accounting fiscal year 2004 and budget fiscal year 2004. MMARS balance sheet account balances resulting from the annual close process will be loaded into NewMMARS using a JVA document and one of the adjustment accounting periods for accounting fiscal year 2004 (e.g., 18 04). As a result, the prior year open receivable account balances will be established in NewMMARS. After the balance sheet account balances are established and reconciled in NewMMARS in accounting fiscal year 2004, the annual close process will be run in NewMMARS to roll the balances into accounting fiscal year 2005.

Customer Conversion

The OldMMARS Customer records will be converted to the Vendor/Customer table in NewMMARS Table (VCUST). Because Vendors and Customers will now be located in one table (VCUST) the following numbering scheme has been established to distinguish between converted vendors and converted customers. All customers who are also vendors in MMARS will have Vendor/Customer Identification Number that begins with VC6. All customers who do not have a corresponding entry in the vendor file will have Vendor/Customer Identification Number beginning with VC7. All new vendor/customers (post conversion) will have a Vendor/Customer Identification Number beginning with VC0.

Write-off Conversion

Write-Off (WO) documents in OldMMARS will not be converted into NewMMARS. There is no automated conversion of the Potential Uncollectible Receivable Table (PUNR) in MMARS to the Pending Write-Off Table (PUNR) in NewMMARS. Once receivables are converted on 7/10/2004, the 'Select for Write-Off' off-line

program will select all aged receivables that are eligible for write-off. The 'Select for Collection' offline program loads eligible records to the Pending Collection Agency Referral (COLLR) table.

Non-Sufficient Funds Conversion

NSF Check (NF) documents in OldMMARS will not be converted into NewMMARS. The Cash Receipt (CR) document will process non-sufficient fund transaction in NewMMARS.

Interest Accrual Conversion

It is intended that all lines of prior year open receivables will be converted to NewMMARS with the original due date. The NewMMARS conversion will include all current open interest lines. However, since the NewMMARS Finance Charge Chain offline programs will calculate interest from the original due date (creating a double interest charge) these RE's will be marked in NewMMARS to not apply interest charges.

Recurring Receivable Conversion

RERE records with Expiration Date > 6/30/2004 will be selected and converted using the RE document templates as well as the future document triggering functionality.

Payment Plan Conversion

PPLN records with an outstanding balance as of June 30th, 2004 will be converted to the Payment Schedule Table (PSCHD) in NewMMARS. A converted payment plan will include payments processed on or before July 10th, 2004.

Intercept Conversion

The OldMMARS Open Payment Intercept Table (OPIT) will be converted to the Intercept Activity Table (INTA). Potential Intercept Table (PINT) records will not be converted into NewMMARS. After RE Conversion the NewMMARS Intercept Selection program will load all eligible NewMMARS RE's to the Intercept Request table (INTR) table. External Entities will be required to send a new debt file to NewMMARS.

Cash Deposit And Recognition Conversion

Cash Deposit (CD) documents in OldMMARS will not be converted into NewMMARS. A department must deposit all cash receipts in a bank account designated by the Office of the State Treasurer (TRE) daily. All deposits made on July 1st, 2004 will be swept and TRE will create 2 Cash Deposit (CD) files that will include activity for AFY 2004 and AFY 2005. This AFY 2004 file will post to MMARS and the AFY 2005 file will post to NewMMARS. For FY04 deposits made prior to 12:00pm on July 1st, 2004, a Cash Transfer (CT) document will be processed in OldMMARS. For FY05 deposits made after 12:00pm on July 1st, 2004 a Cash Receipt (CR) document will be processed NewMMARS. Departments that notice any discrepancies should contact CTR's General Accounting Bureau.

Verification and Validation

CTR's Revenue Bureau will coordinate the Verification and Validation Exercise for all Earned Revenue/Accounts Receivable related conversion data. The Revenue Bureau will include departments to participate in this exercise. It is intended that the Verification and Validation Exercise will include reviewing representative samples of converted data to:

- Validate that all RE's with an outstanding balance not equal to zero on the Open Receivable Header (OREH) are converted to NewMMARS. Attributes to be verified include: customer information, accounting information, billing information, aging information and outstanding amount.
- Validate that all records on the OldMMARS Remit To Table (REMT) are accurately converted to the Billing Profile Table (BPRO) in NewMMARS.
- Validate that all records on the OldMMARS Dunning Table (DUNN) are accurately converted to the Dunning Message Table (DNGM) in NewMMARS.
- Validate that all records on the OldMMARS Collection Letter Table (COLT) are accurately converted to the Collection Letter Table (COLL) in NewMMARS.

- Validate that all text records on the OldMMARS Special Instructions (SPIN) Remit Text (RMTX) and Multi-Party Text (MTXT) are accurately converted to the Billing Instructions Table (BINST) in NewMMARS.
- Validate that all records on the OldMMARS Billing Rate Table (BRTE) are accurately converted to the Billing Rate Table (BILL) in NewMMARS.
- Validate that all records on the OldMMARS Recurring Receivable (RERE) are accurately converted to the Future Document Triggering Table (FDT) and the associated RE Template in NewMMARS.
- Validate that all records on the OldMMARS Customer Table (CUSU) are accurately converted to Vendor Customer Table (VCUST) in NewMMARS. Attributes to be verified include: names, addresses, 1099 information and Customer Account information.
- Validate that all NewMMARS Customer Account Options (CACT) records have been accurately created from OldMMARS data.
- Validate that all records on the OldMMARS Third Party Table (TPAR) are accurately converted to Vendor Customer Table (VCUST) as Third Party customers in NewMMARS.
- Validate that all records on the OldMMARS Multi-Party Billing Table (MBIL) are accurately converted to Vendor Customer Table (VCUST) as Third Party customers in NewMMARS.
- Validate that all records on the OldMMARS Open Payment Intercept Table (OPIT) are accurately converted to the Intercept Activity Table (INTA) in NewMMARS.

Section 11

GAAP, Fixed Assets, and Special Higher Education Reporting

Introduction

GAAP reporting and Higher Education special reporting occur at the end of the fiscal year. There are no special opening requirements. The FY2005 Closing Instructions and GAAP Instructions will discuss the FY2005 fiscal year close reporting requirements and changes under NewMMARS. The Higher Education Guidance Package will be updated as needed in the Spring of 2005.

Fixed Assets reporting

Departments Other Than Higher Education

NewMMARS fully supports the departmental entry of fixed asset documents (acquisitions, betterments, transfers, dispositions and modifications) using an enhanced Fixed Asset classification process. The NewMMARS Fixed Assets subsystem is fully integrated with Accounts Payable via a more robust use of commodity codes. Other changes include: Automated depreciation, improved audit trails, enhanced Construction in Process accounting and linkage between all payments, partial or full, and its fixed assets.

NewMMARS provides a direct link between purchases and the Fixed Asset sub-system. A payment (PRC payment request document) in NewMMARS that references a fixed asset sensitive commodity code and meets a certain dollar threshold will automatically generate a pending fixed asset shell, to be completed by the department. A department must indicate in the shell if the expenditure(s) result in a fixed asset. In some instances, such as when a fixed asset is received through a donation or for the optional recording of a non-GAAP fixed asset, NewMMARS offers the opportunity to generate a fixed asset shell manually. The table below notes the fixed asset commodities and associated minimum capitalization thresholds where a fixed asset shell will be automatically generated after a payment is processed in NewMMARS.

Fixed Asset Commodities & Minimum Capitalization Thresholds

Commodity	Code	Minimum Capitalization Threshold
Building	B	\$100,000
Equipment	E	\$50,000
Works of Art / Historical Treasures / Monuments	H	\$0
Infrastructure	I	\$100,000
Computer Software < \$1 million but > \$50,000	K	\$50,000
Land	L	\$0
Software > \$1 million	S	\$1,000,000
Vehicles	V	\$50,000

Higher Education

If prearranged in advanced, and approved by the State Comptroller, Higher Education Institutions may choose not to record fixed assets on NewMMARS; as long as institutions issue separate and independent audits, completed and filed with the Office of the Comptroller on or before October 15th annually. These eligible Institutions must have an auditable fixed assets system available for inspection by CTR. At a minimum, the system must be capable of tracking additions, betterments, changes, disposals, with gains and losses thereon; among other necessary requirements.

Crosswalk of Fixed Asset Documents

Reference appendix for crosswalk to NewMMARS Fixed Asset Documents.

Conversion and Validation

To facilitate the conversion, July 9th will be the last date to record FY 2004 fixed asset activity. CTR has made a major effort to convert the data to NewMMARS. The converted information will be audited by our external auditors and will be ready for upload in NewMMARS on September 15th. Departments will be responsible for verifying the converted data.

It is important to note that converted Fixed Asset accounting detail from MMARS will not be loaded into NewMMARS until after the close of FY 2004. Therefore, correct asset balance information will not be available in NewMMARS until after the fiscal year-end close-- around September 15th. Prior to this detail being available, current assets will appear with a balance of zero dollars. Fixed asset betterment activity can still be processed against an original asset number, however the revised asset balance will only reflect the added component.

Chapter 12

Management Information

Source Reports

NewMMARS, like OldMMARS, will have a standard set of reports for on-going financial management, operations and reporting. These reports will be accessible through the on-line reporting system View/Document Direct. NewMMARS Report ID's follow the schema below:

<u>N</u>	— — —	— — — —	—	—
NewMMARS	Business Functional Area	Report #	Source	Mode

Business Functional Areas

AP=Accounts Payable
 AR=Accounts Receivable
 CA=Cost Accounting
 FR=Financial Reporting
 GA=General Accounting
 SA=System Assurance

Report

100-199=Financial Statements
 200-299=Comptroller's Special
 300-399=System Control
 400-499=Revenue
 500-599=Expenditure-Budgetary
 600-699=Expenditures-Programmatic

Source

S=Source
 W=Warehouse

Mode

U=Update
 R=Reporting

General CIW Information

The Commonwealth Information Warehouse (CIW) was developed as the source for ad hoc querying and reporting of data from a variety of source systems including MMARS, PCRS, HR/CMS, PARIS, and the UMASS HR/payroll system. Data currently available in the CIW includes:

- MMARS financial data from FY1993 to present;
- HR/CMS personnel, payroll and time and labor data from January 30, 2000 to present;
- PCRS labor history cost distribution data from FY1995 to present;
- Weekly work assignment history (PARIS) data for the period beginning FY1996 (July 1995) through the last pay period in FY2000 for PMIS (1/29/2000) and for CAPS (3/25/2000); quarter end data is available for FY1990 through FY1995; and
- UMASS HR/payroll data from March 2002 to present.

Hours of Operation

A major CIW infrastructure upgrade in late 2003 allowed us to greatly expand CIW on-line availability. Current CIW hours of operation are:

7:30 AM Monday – 5:30 AM Tuesday
 7:30 AM Tuesday – 5:30 AM Wednesday
 7:30 AM Wednesday – 5:30 AM Thursday
 7:30 AM Thursday – 5:30 AM Friday
 7:30 AM Friday – 10:00 AM Saturday
 12:00 Noon Saturday – 10:00 AM Sunday
 12:00 Noon Sunday – 5:30 AM Monday

NewMMARS

With the planned implementation of NewMMARS in May 2004, the CIW will begin to load data from the Commonwealth's new enterprise accounting system. NewMMARS data will appear in a set of tables that are different from tables containing MMARS data. End-users needing to query or report on NewMMARS data will need to build new queries or reports for that data. Historical MMARS data will continue to be available in the CIW, however, and existing queries and reports against that data will continue to work.

Security

Because NewMMARS is a new system that is different from OldMMARS, end-users needing access to NewMMARS data in the Information Warehouse will need to submit a security access request through their department's security officer to ITD's Information Security Unit. Security access for NewMMARS data in the CIW will be based on the security for read-access granted in the source system, at the department or statewide levels. End-users that require access to multiple departments should apply for statewide security.

NewMMARS Reports

When NewMMARS goes live in May, the CIW will take on the added role of providing CIW-based standard reports for NewMMARS. These reports, developed using the business intelligence tool Cognos Impromptu, will be available to end-users via a new CIW web portal, via an upgraded desktop version of Document Direct, or via a new Document Direct web portal. The CIW web portal will go live in May. The Document Direct upgrade will be available for download from the ITD website in late April, which is also when the new Document Direct web portal will go live. End-users should note that the versions of View Direct and Document Direct currently in use will not permit them to view NewMMARS reports as they will be generated in the PDF format, which is incompatible with the older versions of the View Direct/Document Direct software.

Security for access to NewMMARS reports via the CIW web portal will be automatically granted along with security access to NewMMARS data in the CIW. Security for access to NewMMARS reports via the new Document Direct desktop client, or via the new Document Direct web portal, will be based on current security access to MMARS reports in View Direct/Document Direct.

Training

Instructions for connecting to and using the Commonwealth Information Warehouse are available at the CIW intranet site <http://www.iw.state.ma.us/>. Query tools supported by the Information Warehouse team and Commonhelp staff include Microsoft Access and Excel, versions 97 or 2000.

Training in the use of MMARS data in the information warehouse is available through the Comptroller's Office <http://www.mass.gov/osc>, and in the use of HR/CMS data in the information warehouse through the HR/CMS training team <http://www.state.ma.us/hrcms>. Direct telephone support is available via Commonhelp at 866- 888-2808.

Training in the use of NewMMARS data in the CIW is available utilizing e-Learning modules and will be available from the [Knowledge Center](#). In addition, a series of end-user drop-in sessions will be scheduled, beginning in early April, for the benefit of those CIW end-users wanting to begin developing their queries against data structures for NewMMARS data in the CIW.

Support

As is the case today, end-users may call Commonhelp at 1-866-888-2808 for assistance in the use of the Commonwealth Information Warehouse.

Additional Information

Additional information related to the CIW/NewMMARS project effort may be found at the CIW web site, <http://www.iw.state.ma.us/NewMMARS/Overview.asp>.

Appendix A

Links to Crosswalks

Conversion Crosswalk Tools

[Object Code to Commodity Code](#)

Note: NewMMARS Commodity Codes are 12-digit codes derived from UNSPSC Commodity Codes. This crosswalk maps existing MMARS Commodity Codes to the UNSPSC Commodity Codes that will be used to create NewMMARS Commodity Codes. Further information on NewMMARS Commodity Codes can be found on the [Department Implementation Guidelines Reference Materials](#) page.

[MMARS to NewMMARS Documents](#)

Labor Cost Management

[LCM and PRCS Rules](#)

Information Delivery

[Conversion Crosswalks Overview](#)

[NewMMARS CIW-Based Report Requirements](#)